

Call for Job Application

Job Description

Job Title : **Project Assistant**

Job Location : Cebu City

Job Type : Fulltime – 2 year grant funded position

Description

The Danajon Communities Working for the Advancement of disaster resilience To Combat Human Trafficking or Danajon Communities WATCH project is seeking applicants for the position Project Assistant. Supported by Caritas Switzerland, the goal of this project is to enhance the resilience to disasters and human trafficking of 36 vulnerable and impoverished communities situated on and around the Danajon Bank in the provinces of Cebu, Bohol, Leyte and Southern Leyte.

The intention is to reduce loss potential and risk of disasters and human trafficking and strengthening their resilience by:

- Improving disaster risk management capacities;
- Establishing community organizations using the Bantay Banay (Community Watch) model; and
- Strengthening collaboration with local government units as well as government agencies.

Duties and Responsibilities

- Support in the implementation of project activities in target communities in Cebu, Bohol, Leyte and Southern Leyte;
- Assist in research and database building related to human trafficking and disaster risk reduction;
- Assist in preparing and packaging all knowledge management products of the project;
- Prepare monthly updates and assist in the drafting of all reports related to the project;
- Provide technical support as needed for advocacy, monitoring and project development initiatives;
- Support in communication/coordination/follow-up with consortium partners in the entire phases of project implementation;
- Support to organize capacity building training/seminar/workshop for community-based organizations and local government partners;
- Participate in the monitoring and evaluation of the project in order to achieve all activities within the allotted timeframe;

- Maintain a calendar of activities related to the project and provide regular reporting of all activities to the Project Manager;
- Support timely preparation of progress report of the project;
- Maintain and update all project documents and files;
- Perform any other task assigned by the Project Manager and Project Director from time to time.

Qualifications

- Minimum Bachelor's Degree in Social Sciences, Development Communication, Development Studies or relevant fields;
- Familiar with current national/international DRR/Human Trafficking frameworks and laws;
- Excellent and proven track record of written skills at professional level;
- Enthusiastic, self-motivated, and independent worker;
- Works well under pressure and takes deadlines seriously;
- Excellent team building skills as well as strong communication skills;
- Willingness to work a flexible schedule including evenings and weekends;
- Ability and willingness to travel outside Cebu;
- Excellent work knowledge of MS Office—Word, Excel, Power Point and e-mail applications;
- Proficiency with computer and web applications including web-search and developing/managing content for project website would be desirable;
- Open and respect diversity and cultural, gender, religious, race and age sensitivity.

Interested applicants should send a cover letter and resume/CV to: a2dproject@gmail.com on or before **September 30, 2014**