

Call for Job Application – Project Assistant

19 October 2014

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. The Danajon Communities WATCH Project is a consortium project of three non-government organizations headed by Lihok Pilipina Foundation, Inc. (LPFI), together with A2D Project-Research Group for Alternatives to Development, Inc. (A2D Project) and Philippine Partnership for Development of Human Resources in Rural Areas (PhilDHRRRA)-Visayas.

About the Project

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.

About the Employer

The Project Assistant will be administratively lodged with A2D Project-Research Group for Alternatives to Development, Inc., but will have reporting requirements to the Project Director, Executive Committee and Project Advisory Committee of the consortium composed of LPFI, PhilDHRRRA, and A2D Project.

A2D Project is an independent, non-profit organization dedicated to finding innovative alternatives to address poverty, exclusion and inequality in the Philippines, especially in the Visayas and Mindanao. Its mission is to improve lives through the advancement of evidence-based development practice and civic-driven initiatives. A2D Project's focus areas include: 1) disaster risk reduction and climate change adaptation; 2) protection and humanitarian aid; and 3) gender, environment and sustainable development.

In 2010, A2D Project was established as a duly registered non-stock, non-profit organization with the Securities and Exchange Commission. Its office address is located at #3 Mahogany Street, El Dorado Subdivision, Banilad, Cebu City, Philippines. A2D Project's area of coverage spans the Provinces of Cebu, Bohol, Leyte and Southern Leyte as well as some parts of Mindanao including Zamboanga, Davao City and Iligan City.

Description of the Position

The Project Assistant is a contractual, project-based position. He/she will report to the Project Director, Project Manager as well as to the Executive Director of A2D Project. The primary responsibility of the Project Assistant is to provide project support services to the Project Manager to ensure quality, accuracy and consistency of work and activities to achieve objectives of the project.

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.

Qualified and interested applicants, please send your application with the subject line "Project Assistant" to: a2dproject@gmail.com on or before **October 30, 2014**. Application must contain the following:

- CV with cover letter
- Copies of diplomas, certificates and relevant documents; and
- Two (2) names of references and their addresses.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED UPON FOR AN INTERVIEW