

## Call for Job Application – Project Manager

2 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 Manager. 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 Manager 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 Manager is a contractual, project-based position. He/she will report to the Project Director, Executive Committee, Project Advisory Committee as well as to the Executive Director of A2D Project. The overall responsibility of the Project Manager is overall management and coordination of the project and supervision of the entire project staff including Project Assistant, Information, Education and Communication Officer, Area Supervisors, Field Officers, Project Finance Officer and Project Administrative Assistant. He/she will ensure that strategic direction and objectives of the project are

achieved in a timely manner including compliance with Caritas Switzerland's administrative and financial requirements.

### **Duties and Responsibilities**

- Assumes the day-to-day operational management of the project in line with the project document as well as policies and procedures;
- Manage and supervise the Project Staff in the identification of technical assistance needs required to achieve the expected outputs of the contract. Supervisory responsibilities include, but are not limited to, meeting with Areas Supervisors and other project staff on a regular basis to discuss issues, track work progress, provide guidance and support and ensure timely implementation and reporting activities of the project;
- Ensure correct project budget implementation and monitoring and draft financial intermediary reports and new adapted annual budgets, in cooperation with the project finance manager;
- Coordinates the activities implemented by consortium partners to make synergy with each other;
- Drafts project reports of various types as scheduled, and organizes review and assessment meetings project;
- Reports regularly to and keeps the Project Advisory Committee up-to-date on project progress and problems;
- Assure that all work plans are completed effectively as well as lead periodic work planning sessions with the project staff and consortium partners utilizing progress data from progress reports to inform progress to date and guide requirements for future activities;
- Maintain good working relationships with all project staff, stakeholders and partners to assure that the project receives the full benefit from their specific areas of expertise;

### **Qualifications**

- A Masters or its equivalent in development studies, sociology, management, economics or related field;
- At least 5 years experience in project management and administration, including staff and budget management;
- Solid experience with staff and finance/ budget management and finance controlling;
- Demonstrated professional excellence and significant years of experience developing, managing and implementing development projects;
- Significant experience in human trafficking prevention, disaster risk reduction, and community based intervention programs including developing, managing and implementing programs;
- Demonstrated written and oral communication, conflict management and excellent team building skills;
- Able to implement new systems as agreed upon and approved by the consortium partners;
- Demonstrated interpersonal skills as a manager;
- Excellent communication skills, demonstrated leadership and the ability to work collaboratively across partners and technical disciplines;
- Builds strong relationships with project partners, focuses on impact and results and responds positively to feedback.
- Demonstrated openness to change and ability to solve problems and manage complexities.

Qualified and interested applicants, please send your application with the subject line "Project Manager" to: [a2dproject@gmail.com](mailto: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