

Call for Job Application – Training Development and Information, Education and Communication (IEC) Officer

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 Training Development and Information, Education and Communication (IEC) Officer. The Danajon Communities WATCH Project is a consortium project of three non-government organizations headed by LihokPilipina 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 (PhilDHRRA)-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 BantayBanay (Community Watch) model; and
- Strengthening collaboration with local government units as well as government agencies.

.About the Employer

The Training Development and IEC Officer 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, PhilDHRRA, 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 Training Development and IEC Officer 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 overall

responsibility of the Training Development and IEC Officer is to lead the development and implementation information, education, and communication (IEC) materials and strategies with the aim to raise awareness on the Danajon Communities WATCH Project's program activities on disaster risk reduction and management and prevention of human trafficking. He/she is also responsible for designing training modules and conducting capacity building activities with project staff. The IEC Officer will work as a member of the project team consisting of the Project Director, Project Manager, Project Assistant, Administrative Officer, Administrative Assistant, Area Supervisors and Field Officers.

Duties and Responsibilities

- Is responsible for developing communication plans and training design and modules on Disaster Risk Reduction and Human Trafficking in close coordination with the Area Supervisors, Field officers and Sustainable Livelihood and Enterprise Development Officer;
- Ensures that communication plans and strategies as well as training design and modules are used by project staff;
- Work closely with the Area Supervisors, Steering Com and Project Manager in the conduct of trainings and implementation of communication plans and strategies at the community level;
- Provide technical support to Field Workers in the conduct of trainings in the area;
- Formulate, design and package project information materials;
- Provide overall direction on the project's overall campaign;
- Ensure community involvement by keeping stakeholders informed of project results using print, broadcast and electronic formats;
- Convene and manage public events; and
- Perform any other work related duties and responsibilities that may be assigned by the Project Director

Qualifications

- Minimum Bachelor's Degree in communication development, fine arts, mass communication, social sciences or its equivalent;
- At least 3 years experience in developing IEC materials;
- At least 2 years experience in developing training design and modules;
- Is able to manage and handle trainings in any of the following topics gender, human trafficking, disaster risk management, organizational, and communication development;
- Enthusiastic, self-motivated, and independent worker;
- Work well under pressure and takes deadlines seriously;
- Strong communication and facilitation skills;
- Excellent writing skills;
- Proven ability to work effectively and creatively with diverse people and groups;
- Willingness to work a flexible schedule including evenings and weekends;
- Ability and willingness to travel;
- Computer proficient in Microsoft Word, Excel and PowerPoint and a willingness to develop additional skills as needed.

Qualified and interested applicants, please send your application with the subject line "Training Development and IEC Officer" 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.