



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

JOB DESCRIPTION

Program Officer

Full-time Position



JOB DESCRIPTION

Job Title:	Program Officer
Department:	Program
Reports To:	Program Director
Location:	Makati City, Philippines

Background

Consuelo Zobel Alger Foundation (Consuelo) is a US-registered foundation with headquarters in Hawaii, U.S.A. Consuelo has a branch office in the Philippines which is responsible for the implementation of Consuelo's programs on child protection and child abuse interventions in partnership with local organizations and institutions in the country.

Job Summary

The Program Officer is mainly responsible for promoting and implementing a program and/or specific projects in pursuit of the strategic goals and objectives of Consuelo Foundation (CF). S/He implements all activities throughout the project cycle (project design, start-up, implementation and close-out) and is actively engaged in program planning and assessment, program development and implementation, program evaluation, records management, and research and development. As required, s/he supervises the Community Development Worker (CDW) and Project Assistant (PA).

Job Responsibilities

Program/Project Planning and Development

1. Develop new program/project concepts and conduct initial assessment of their viability, opportunities and risks.
2. Screen prospective partners based on CF's partner selection criteria and recommend those who are qualified.
3. In coordination with CF's various functional leads, conduct partnership assessment and report on the assessment result.

4. Engage all stakeholders in planning and development of programs/projects; prepare/review program/project design and frameworks, workplan and budgets.
5. Lead the preparation of proposals and recommend new approaches and/or best practices that can increase program quality.
6. Review the partners' self-assessment and capacity/skills building plan for inclusion in the project workplan.

Program/Project Implementation

1. Implement programs/projects either directly or through partners and work towards achievement of program/project goals and objectives in line with program quality principles and standards.
2. Manage specific project budget and cash flows; and ensure programmatic accomplishments are matched with proper budget utilization.
3. Mobilize CF/partner staff, Local Government Units (LGUs) and community stakeholders to actively work on the project during the entire implementation phase and achieve the desired results.
4. Monitor all projects and activities and inspect/analyze actual project results vis-à-vis work plan and budget performance. Verify that targets are met, and services are provided to the target beneficiaries. Identify issues and concerns proactively to overcome implementation obstacles.
5. Provide technical assistance, training and other capacity building interventions to partners to fully comply with CF program and operational standards.
6. Prepare/Review program/project/financial reports and ensure gaps are addressed on time and follow-up actions are effectively implemented. Ensure efficient use of program/project resources.
7. Ensure fund requests and project disbursements are approved/released in a timely manner.
8. Monitor compliance with the terms and conditions of the partnership agreements. When warranted, recommend for early termination.
9. Ensure the completion of all project documentation including progress reports (narrative and financial), monitoring reports, budget variance reports, project closure reports, contracts, and other pertinent documents.

Program/Project Evaluation

1. Provide necessary information required for program/project internal/external evaluation (baseline, midterm and/or post implementation) to determine program efficiency and effectiveness.
2. Participate in the review of Terms of Reference for external evaluators. Coordinate with the MEAL team in conducting evaluation initiatives.
3. Identify areas that need in-depth study in the pursuit of relevant research and development projects to further improve program services, delivery channels and beneficiary targeting and selection.
4. Implement recommendations, action plans and lessons learned from the evaluation reports. Participate in the review and discussion of annual program evaluation reports.

Information/Records Management

1. Act as the point person for CF partners and facilitate the flow of information between CF departments and the partner management.
2. Collect and share best practices and lessons learned in coordination with the MEAL team.
3. Ensure all required documents (such as partner assessment, partnership agreement, budget) are approved/signed and on file before the start of project implementation.
4. Recommend program/project-related materials for publication.
5. Maintain all required project documentation on file.

Partner Development

1. Review the partner's self-assessment (or re-assessment) and capacity/skills building plan vis-à-vis the short-term and long-term organizational objectives, and assess the complementarity with program/project goals.
2. Lead/Support the implementation of capacity/skills building plan and monitor the effectiveness of interventions.
3. Provide orientation/re-orientation to new/existing partners regarding CF's organizational, program and operational standards, policies and procedures and advocacy agenda.
4. Support the partner in selecting cost-effective organizational development strategies and capacity building services, including proper selection of service providers.

Network/Alliance Building

1. Actively participate in alliances and network to promote CF's agenda and to learn new developments in the sector or programming areas.
2. As required, represent CF in meetings, conferences and assemblies that serve as opportunity to further specific area of specialization.

Administrative Support and Staff Supervision

1. Ensure that various requests submitted for CF approval have been acted upon.
2. Follow up partners' submission of required documents and reports as well as responses to CF queries.
3. Provide necessary information to CF management for documentation and decision-making purposes.
4. Recommend updates and revisions to CF program manuals and program processes.
5. Supervise, develop and train staff to successfully achieve their performance targets.
6. Manage team activities and priorities; and provide oversight on ongoing projects and activities.
7. Review/Recommend staff requests for leave, overtime, and cash advance.

Organization-wide Competencies (for all Consuelo staff)

- Interpersonal Effectiveness
- Problem Solving

- Integrity
- Service Orientation
- Flexibility
- Professionalism
- Stewardship

Job-specific Competencies

- Program/Project Development
- Program/Project Management
- Budget Management
- Planning and Organizing
- Coordinating and Networking
- Strategic Thinking
- Records/Information Management
- Effective Communication, Facilitation, and Presentation Skills

Personal Skills

- Passion for excellence, stewardship, and innovation
- Highly driven, professional, and with a high sense of urgency
- Politically and culturally sensitive with the ability to relate to all levels of society
- Good understanding of Philippine development issues, especially those that affect children
- Ability to think strategically
- Ability to work with minimal supervision using his/her initiative to build on and develop the job
- Good analytical and conceptualization skills
- Good writing skills, good communication, facilitation, and presentation skills
- Well Organized and can handle multi tasks
- Proactive and can manage priorities
- Works systematically and able to meet deadlines
- Ability to collaborate and work well with others (People skills)

Travel

At least 75%

Experience and Qualifications

Professional Experience

- Minimum three (3) years relevant experience in program/project development, management and implementation, ideally within the non-profit or social development sector

- Minimum two (2) years of direct or indirect oversight of project staff
- Strong experience in writing project proposals, reports and assessments
- Strong experience in project management cycle including budget preparation, budget monitoring and budget management
- Demonstrated ability to use MS Office (Word, Excel)

Language/Dialects

- Fluent English – written and spoken
- Fluent Filipino – written and spoken

Key Working Relationships

Supervisory - Depending on assigned area, this position may supervise the following:

- Community Development Workers (Directly)
- Project Assistant (Directly)
- Partner / LGU staff (Indirectly)

Internal

- Program Staff
- Finance Staff
- Administrative Staff

External

- Partners' staff
- Local Government Units/Staff
- Consultants/Contractors
- Representatives from various government agencies, local and/or international non-governmental organizations