



# CONSUELO

ZOBEL ALGER FOUNDATION

## RECRUITMENT

### JOB DESCRIPTION

Program Officer

*Full-time Position*



## JOB DESCRIPTION

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Job Title:	Program Officer
Department:	Program
Reports To:	Director of Programs
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 (PO) for the Program Department is mainly responsible for promoting and implementing a program and/or specific projects in pursuit of the strategic goals and objectives of Consuelo Foundation.

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. The Program PO will be assigned responsibility for projects within the Program Department portfolio, which may include the Protection and Recovery Program, Life Skills Plus Program, and/or Family Strengthening.

The position reports to the Program Director.

# Job Responsibilities

## Project Planning and Development

1. Develop new program/project concepts and conduct an initial assessment of their viability, opportunities, and risks.
2. Screen prospective partners based on Consuelo's partner selection criteria and recommend those who are qualified.
3. Engage all stakeholders in planning and developing programs/projects; prepare/review program/project designs, frameworks, work plans, and budgets.
4. Lead the preparation of proposals/concept notes and project contract documents and recommend new approaches and best practices to increase program quality.
5. Guide partners in developing a project that aligns with the Foundation's values and vision.

## Project Implementation

1. Implement programs/projects either directly or through partners and work towards achieving program/project goals and objectives in line with program quality principles and standards.
2. Manage specific project budgets and cash flows and ensure programmatic accomplishments are matched with proper budget utilization
3. Mobilize Consuelo/partner staff, Local Government Units (LGUs) and/or 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 review actual project results vis-à-vis work plan and budget performance. Ensure that targets are met and services are provided to the identified beneficiaries. Identify issues and concerns proactively to overcome implementation obstacles.
5. Ensure the effective implementation of the organizational financial policies, guidelines, and procedures in the course of the project implementation.
6. Provide technical supervision, training, and other capacity-building interventions to partners to fully comply with Consuelo program and operational standards.
7. Review (partner implemented partners) partner reports and prepare documents required for funding disbursements, ensuring timely approval and release.
8. Ensure fund requests and project disbursements are approved/released on time.
9. Ensure the completion of all project documentation including progress reports (i.e, narrative and financial), monitoring reports, budget variance reports, project closure reports, contracts, and other pertinent documents.

## Monitoring, Evaluation, Accountability, and Learning (MEAL)

1. Support partners to implement Consuelo's MEAL requirements.
2. Provide the necessary information required for project evaluation (baseline, midterm, and/or post-implementation) to determine program efficiency and effectiveness.
3. Provide input to MEAL system design and review discussions.
4. Prepare narrative and Reach reports for board reports and as requested. Participates in analyses and reflective discussions on ongoing monitoring data.
5. 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.
6. Implement recommendations, action plans, and lessons learned from reports. Participate in reviewing and discussing annual program evaluation reports.
7. Work with other program personnel to monitor and evaluate the performance of the partner organizations' program activities, identifying successes and failures and recommending program adjustments accordingly.

## Information/Records Management

1. Act as the point person for Consuelo partners and facilitate the flow of information between Consuelo 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, and 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. Mentor, provide guidance, and maintain regular communications with program partners to develop best practices in improving overall program/project implementation and performance.
2. 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.
3. Lead the implementation of a capacity/skills-building plan and monitor the effectiveness of interventions.
4. Provide orientation/re-orientation to new/existing partners regarding Consuelo's organizational, program, and operational standards, policies, procedures, and advocacy agenda.
5. 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 networks to promote Consuelo's agenda and to learn new developments in the sector or programming areas.
2. As required, represent Consuelo Foundation in meetings, conferences, and assemblies that serve as opportunities to further specific areas of specialization.

### Administrative Support and Staff Supervision

1. Ensure timely responses to partners regarding various inquiries, requests, and submissions.
2. Provide necessary information to Consuelo management for documentation and decision-making purposes.
3. Recommend updates and revisions to Consuelo program manuals and program processes.
4. As required, provide quality supervision to staff and teams to guide and prioritize activities and manage and develop staff in achieving performance targets.
5. As required, provide support to the conduct of the organization's activities, including the development of project proposals and other fundraising efforts inputs to the drafting, review, and/or editing of organizational policies, guidelines, procedures, and other documents

## Organization-wide Competencies (for all Consuelo staff)

- Interpersonal Effectiveness
- Problem Solving
- Integrity
- Service Orientation
- Flexibility
- Professionalism
- Stewardship
- Team Player
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## Job-specific Competencies

- Program/Project Development
- Program/Project Management
- Budget Management
- Planning and Organizing
- Coordinating and Networking and Relationship Building
- 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 is able to meet deadlines.
- Ability to collaborate and work well with others (People skills)

#### Travel

- At least 75%

## Professional Experience and Qualifications

- 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 Pilipino – written and spoken

## Key Working Relationships

Supervisory - Depending on the 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