



# CONSUELO

ZOBEL ALGER FOUNDATION

## RECRUITMENT

### JOB DESCRIPTION

Strategic Innovations Associate

*Full-time Position*



## JOB DESCRIPTION

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Job Title:	Strategic Innovations Associate
Department:	Strategic Innovations
Reports To:	Strategic Innovations Manager
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 Associate for Strategic Innovation (SI) is primarily responsible for supporting a range of projects that promote community-level child protection intervention and policy influence, advocacy and special projects. S/he will provide administrative and programmatic support to all aspects of operations under the Strategic Innovation department. This shall include providing of administrative support, inputs and assistance inputs in the planning, organizing, budgeting, coordination, implementation and monitoring of SI programs which include CAPIN, CFSPI portfolio, partnerships with government and NGO networks, and other SI initiatives.

### Job Responsibilities

1. Assist the SI Manager and Program Officers for SI in liaising with project partners, coordinating SI meetings and activities, monitoring SI budget utilization and providing recommendations of action points.

2. Provide proactive recommendations and thorough end-to-end support to the SI Manager and Program Officer for SI. Make consistent with new enumeration in job summary above.
3. If and as needed, may also be asked to directly handle some activities and projects.
4. Help ensure all activities done are within Consuelo framework, guidelines, and agreed performance indicators. Contribute to development of new framework and systems where needed in the work.
5. Support SI team in the preparation, monitoring, and reporting of implementation plans, budgets, project progress and achievements. Contribute ideas and recommendations as may be needed.
6. Provide direct assistance to SI team in regular documentations, correspondence, payment requests, procurement, completion of administrative requirements, and all other day-to-day coordination actions that will ensure the effective implementation of projects and initiatives.
7. Provide support in managing services and performance of any contracted external service partners.
8. Help document and share project successes, best practices and lessons learned for future reference for effective project implementation. -

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

- Interpersonal Effectiveness
- Problem Solving
- Integrity
- Service Orientation
- Flexibility
- Professionalism
- Stewardship

## Professional Experience and Qualifications

- Graduate of a 4-year course of Bachelor of Science or Arts, preferably in social sciences, management, development studies, and other related fields.
- Minimum of two (2) years relevant experience in program development or assistance.
- Good experience in writing reports and providing assessments.
- Good experience in organizing and documenting events and activities.
- Reliable, trustworthy, and pays close attention to details.
- Knowledgeable in Microsoft Office – Word, PowerPoint, and Excel
- Has experience in document management, coordination and administrative work.

## Personal Skills

- Honest and Trustworthy
- Well Organized and can handle multi tasks
- Analytical
- Proactive
- Diligent
- Works systematically and able to meet deadlines Language/Dialects

## Language/Dialects

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

## Key Working Relationships

### Internal

- Manager for Strategic Innovations
- SI Program Officers
- Procurement and Finance team
- Other Consuelo units, as need arises
- Direct supervision from the Strategic Innovations

### External

- CFSPI
- SI partner
- Representatives from the government and non-government institutions
- Vendors/Consultants/Service Providers