



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

JOB DESCRIPTION

Strategic Innovations Program Officer

Full-time Position



JOB DESCRIPTION

Job Title: Strategic Innovations Program Officer
Department: Strategic Innovations (SI)
Reports To: SI 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 Program Officer (PO) for Strategic Innovations (SI) is mainly responsible for managing Consuelo-branded programs, partnerships with strategic government agencies, implementing advocacy projects with partners and developing demonstration or pilot 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, budget monitoring and control, program evaluation, records management, and research and development.

The PO builds alliances and networks to further promote and extend Consuelo's signature programs and advocacies, reviews partner organization's capacity, as well as complementarity of partner goals with Consuelo programs. Once established, he/she works to align partners with Consuelo program agenda, operations, and processes. The SI PO will be assigned responsibility for projects within the SI portfolio, which may include CAPIN, CFSP, government partners from the national and/or local levels, advocacy partners and/or Consuelo's innovation or pilot projects.

The position reports to the Strategic Innovations Manager.

Job Responsibilities

Project Planning and Development

1. Develop new 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 development projects; prepare/review project design and frameworks, work plans, and budgets, as well as associate deliverables and results.
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 project that aligns with the Foundation's values and vision

Project Implementation

1. Implement projects either directly or through partners and work towards the achievement of 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 and efficient budget utilization.
3. Mobilize Consuelo/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 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. Supports partners to implement Consuelo's MEAL requirements
2. Provide necessary information required for project evaluation (baseline, midterm, and/or post implementation) to determine program efficiency and effectiveness.
3. Provides input to MEAL system design and review discussions
4. Prepare narrative and Reach reports for board reports and as requested. Participates in simple 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 the review and discussion of 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, 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.

Advocacy/Alliance Building/Innovation

1. Support program partners in strengthening their capacity on advocacy and defining advocacy agendas.
2. Create connections between issues to children, women, and families and opportunities for Consuelo to leverage its position as a funder in advocacy circles.
3. Identify advocacy opportunities and strategies to raise awareness about Consuelo's target clients.
4. Actively participate in alliances and networks to promote Consuelo's agenda and to learn new developments in the sector or programming areas.
5. As required, represent Consuelo in meetings, conferences, and assemblies that serve as an opportunity to further specific areas of specialization.
6. Build and foster good relationships with government and non-government partners, as well as member organizations of partner networks.
7. Coordinate the design, implementation and monitoring of campaigns, initiatives and special projects co-created with partners.

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 as well as to manage and develop staff in the achievement of performance targets.
5. As required, provide support to the conduct of the organization's activities, including 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

Job-specific Competencies

- Program/Project Development
- Program/Project Management
- Budget Management
- Planning and Organizing
- Coordinating, 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 critically and 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 (Indirectly)
- 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