



**Recruitment Reference:** HIPHIL/LIVE/BLF/2017/004

*Handicap International Federation is an independent international aid organization working in situations of poverty, exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups in 60 countries, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.*

The project is a collaborative partnership between Plan International and funded by the Big Lottery Fund in the UK, with the goal of contributing to the medium-term to longer-term recovery of selected typhoon Haiyan affected areas with focus on strengthening resilience and supporting the development of sustainable livelihood among vulnerable people and promoting broad-based inclusive local economic development. It will be implemented in selected cities/municipalities of most affected areas in Panay by Handicap International Federation.

Handicap International Federation is currently seeking a:

## **Project Manager Assistant**

### **Global Objective of the Position:**

Under the direct supervision of the Project Manager, the Project Manager Assistant will support the Project Manager in ensuring the timely and effective implementation of the iRestore project in Panay. The assistant project manager will ensure that team members are complying with project manager requests for deliverables and HI procedures. He/she will be responsible to review first drafts of documents prior to the validation by the project manager. He/she will provide support to team leaders, and ensure the accurate compilation of all project related data. He/she also provides support to the database officer with data filing and preliminary analysis of project data.

## **Key Responsibilities:**

### **PROJECT IMPLEMENTATION:**

- Support Project Manager in the planning process with team members;
- Document meetings, agreements and monitor that agreements and next steps agreed are being implemented;
- Perform initial review of project activity designs and activity completion reports;
- Ensure that team members are consistently complying with reporting requirements;
- Coordinate with Database Officer in the development of forms, project tools based on needs identified by team;
- Support Project Manager and team members in the organization of field activities, trainings and ensure good coordination within the team;
- Support Project Manager in compiling field case stories, short activity reports, etc.

### **MONITORING & REPORTING:**

- Ensure that Team Leaders and Officers are complying with beneficiary data collection and reporting;
- Ensure that team provides monthly reports in a timely manner and review the first draft of reports;
- Prepare the report consolidation;
- Support Project Manager in producing bi-yearly and yearly donor reports.

### **LOGISTICS, ADMINISTRATION, FINANCIAL:**

- Support Project Manager in ensuring that team members comply with administrative, financial and logistical documentation and lead time requirements prior to approval of activity designs by the Project Manager and upon completion of the activity by team members.

Perform other duties that may arise in line with the level of responsibilities of the JD, as agreed with the line manager.

## **Qualifications:**

- A degree in teaching, community development, socio-economic studies, social work, livelihoods development, rural development studies, disability studies or related fields;

- At least 1 year experience in a post disaster recovery, livelihood or DRR project;
- Experience of working and collaborating with diverse sets of stakeholders, including disability advocacy groups, employers' organizations and civil society organizations;
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently;
- Good data collection skills and analytical skills;
- Good reporting skills;
- IT skills, including excel;
- Ability to take initiatives and propose solutions to challenges encountered in daily work;
- Excellent English & Filipino communication – preferably with good knowledge of Hiligaynon language;
- Team work spirit;
- **Immediately available.**

#### **Requirements:**

- A resume not longer than three (3) pages summarizing qualifications and experience with 3 work references with contact details
- An **application/motivation letter is a must;**
- Recruitment Reference (**HIPHIL/LIVE/BLF/2017/004**) should be specified in the subject line of your email application.

#### **Salary:**

In determining salary for this position, Handicap International Federation-Philippines Program applies its salary grading process, taking into consideration the job description and applicant's previous work experience and the organization's salary grid.

*Please send the stated requirements to [recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph) before **27 October 2017**. Kindly note that we will contact only the short-listed candidates. Application from women and persons with disabilities are strongly encouraged. Our recruitment policies and procedures ensure equal opportunities. To learn more about Handicap International, please visit our website at [www.handicapinternational.ph](http://www.handicapinternational.ph).*