



Recruitment Reference: HIPHIL/FWD/2018/001

Handicap International Federation runs programmes under its operating name, **Humanity & Inclusion** 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.

Project Information:

The project "Forward Together: Empowering youth with disabilities in Asia" aims at improving access to employment and entrepreneurship for youth with disabilities in the Philippines and in Indonesia. The 36 months project will support at least 380 youth with disabilities and the project will put a strong emphasis on supporting access to formal employment in both countries, working with the private and government sectors, civil society organizations and disabled people's organizations.

Handicap International Federation is currently seeking a:

Project Coordinator

Global Objective of the Position:

The Project Coordinator will ensure the timely and effective management and implementation of the "Forward Together: Empowering youth with disabilities" project in the Philippines and in Indonesia. He/she will be ensuring efficiency, quality, impact and accountability, according to HI standards & donor's criteria. The Project Coordinator will line manage 2 personalized social support officers, 1 transversal project technical advisor, 2 inclusive employment technical advisors (1 in Indonesia and 1 in the Philippines) and 1 livelihood officer.

Key Responsibilities:

PROJECT IMPLEMENTATION:

- Formulate project implementation strategies in collaboration with the project team and partner organizations
- Ensure all activities adhere to good practice standards
- Ensure the project management is in accordance with donors' regulations and HI policies and procedures
- Develop and implement strategic partnerships with companies and service providers to increase employment and livelihood opportunities for people with disabilities

- Ensure monitoring of the project is carried out through field visit, regular program monitoring, budget forecast, staff evaluation and planning, donors reports, monthly reports
- Liaise with local authorities, research institutes, partner organizations, disabled people's organizations (DPOs), NGOs, relevant government bodies and clusters
- Ensure the quality, regularity, and appropriateness of communication on the development of the project's activities internally as well as externally
- Lead the development of IEC materials, internal and external communication and publications or lessons learnt through strong coordination with various actors.

TEAM MANAGEMENT:

- Draw up the job descriptions and participate in the recruitment process
- Ensure organizational chart and job descriptions are in place
- Coordinate the review of staff's Expected Outcomes and Individual Action Plans (IAP) and conduct staff performance appraisal
- Assess training needs of the team and draw up action plans to address these needs
- Ensure the respect of various human resources policies and Work Contract.
- Plan, prepare and preside meetings with team and partners on a regular basis

LOGISTICS, ADMINISTRATION, FINANCIAL:

- Manage and monitor project budget effectively;
- Ensure that all logistical, administrative and financial policies and procedures are adequately implemented by the team;
- Plan and budget project needs on a monthly basis and update the monthly forecast
- Participate to quarterly budget review
- Coordinate on a regular basis with finance and logistics managers regarding support services needs for the activities;
- Ensure smooth collaboration between Support Services and Operational Teams.

TECHNICAL SUPPORT & LESSONS LEARNT:

- In collaboration with the Technical Advisor, identify any area in need for additional technical support in order to ensure project's quality and impact;
- Ensure that the tools, training and other materials developed within the project framework are validated by the Regional Operational Coordinator;
- Liaise with technical advisors in headquarters regarding technical support, tools and methodologies as well as for the lessons learnt processes;
- Ensure that the development of learning materials is in line with learning action plan and lead the development of communication material in line with donor's requests throughout the project implementation period.

MONITORING & EVALUATION

- Ensure project follows HI planning, monitoring and evaluation standards following the PME policy and regularly assess project systems, process and progress against HI quality standards;
- Prepares and lead quarterly project reviews and participate actively in quarterly coordination meetings;
- Produce quality internal and external reports in a timely manner;

- Ensure regular monitoring and analysis of project data, and propose adjustments when deemed necessary in terms of project implementation.

HI REPRESENTATION:

- Communicate regularly with all key project stakeholders and support the process of developing/maintaining good working relationship with key project partners and stakeholders;
- Represent HI at local and national levels with relevant authorities, partners, and stakeholders in line with HI policies and funding bodies;
- Travel to Jakarta, Indonesia starting year 2 of the project, about 40% of his/her time.

Perform such other functions and duties as the operation or exigencies of the project may require.

Qualifications:

Professional experience:

- At least 3 years experience in managing and implementing projects, ideally to support access to employment and livelihood for vulnerable groups.
- Demonstrated experience of team management, including remote management.
- Experience of working and collaborating with diverse sets of stakeholders, including disability advocacy groups, government agencies, employers' organizations and civil society organizations.

Skills and qualities:

Mandatory

- Knowledge of government policies and strategies on disability inclusive employment and livelihood opportunities
- Proven ability to build partners' and donors' relations
- Proven leadership and interpersonal skills and to motivate teams and stakeholders, to advocate and build networks.
- Knowledge of monitoring and evaluation processes
- Excellent communication and reporting skills
- Demonstrated strong organizational skills such as the ability to handle responsibility, take initiatives, prioritize work and respond effectively to multiple urgent issues while maintaining attention to detail and quality;
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently;
- Team work spirit and responsiveness;
- Soft skills: innovation, problem solving, coaching, listening, positive thinking;
- Willing to travel frequently to Indonesia on Year 2 and 3 of the project;
- Language: English and Tagalog (mandatory proficiency)

Desired

- Experience working in Indonesia
- Previous experience working with international NGO
- Knowledge of the twin track approach to disability
- Language: Bahasa Indonesia

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/FWD/2018/001**) 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. The monthly salary bracket for this position ranges from 58,000.00 to 66,000.00 pesos.

Please send the stated requirements to recruitment@handicapinternational.ph on or before **26 February 2018**. 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.