

WE ARE  
HIRING

## CHIEF PROJECT OFFICER

CENTER FOR FEDERALISM AND CONSTITUTIONAL REFORM (CFCR) OPERATIONS GROUP

Salary Grade/ Monthly Compensation	Php 52,783.00 (on contractual basis)
Office	Center for Federalism and Constitutional Reform
Education	Preferably Master's Degree in Development Studies, Communications Development, Political Science, Urban Studies or any other related fields. A doctoral degree is a plus.
Work Experience	At least 5 years of solid experience in management of projects/programs on community development and sustainable development
Training	Relevant trainings on community organizing, community development work and management, and communications

### Brief Description of the General Function of the Position:

- The Chief Project Officer shall assist the Program administrator in the implementation of the federalism campaign projects to ensure the efficient delivery of the PMOs functions
- Supervise and manage all the Project Officers deployed in the Regions and Province
- Provide technical assistance on matters related to the implementation of federalism campaign advocacy project.

### Other Qualifications

- Substantial experience in project management and communications
- Solid experience in coordination and working with NGAs, CSOs and other development agencies
- Substantial and well-grounded knowledge on Federalism is a must
- With great attention to details
- Results oriented
- Enthusiastic, motivated and team oriented
- With thorough familiarity on word processing, spreadsheet and other computer application
- With outstanding leadership skills
- Excellent verbal and writing skills
- Excellent Critical and creative thinking and analytical skills
- Demonstrate skills on budget and financial management
- With excellent management skills
- Can work flexibly

### Roles and Functions

- Assist in planning, organizing, coordinating and facilitating forum, awareness campaign, IECs, and other activities related to Federalism, in his/her respective area of designation, as directed by the upper management in the Central Office.
- Attend all regional meetings, activities and initiatives on Federalism.
- Provide technical assistance to DILG Regional Directors and Federalism Focal Person on matters pertinent to Federalism.
- Supervise and guide Local Coordinators deployed in the provinces and/or cities and municipalities of the region where he is located; address their needs and concerns.
- Assist the Coordinators in the drafting of reports pertaining to Federalism activities and initiatives that were implemented.
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel.
- Do other tasks that may be assigned by project management.



Send your CV to :

[region5personnel@gmail.com](mailto:region5personnel@gmail.com)

Deadline of submission : March 7, 2018