

**JOIN** OUR TEAM

**WE ARE  
HIRING**

## PROVINCIAL COORDINATOR

CENTER FOR FEDERALISM AND CONSTITUTIONAL REFORM (CFCR) OPERATIONS GROUP

Salary Grade/ Monthly Compensation	Php 27,565.00 (on contractual basis)
Office	Center for Federalism and Constitutional Reform
Education	Preferably a graduate of Development Studies, Political Science, Sociology or any other related field. A master's degree is a plus
Work Experience	At least 2 years of solid experience in implementing development projects/programs; and community and activity
Training	Relevant trainings on community organizing, community development work management, and coordination

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

- The Provincial Coordinator shall assist the Regional Project Officer and the Chief Project Officer in the implementation of the federalism campaign projects to ensure the efficient delivery of the PMOs functions at the provincial level.
- Coordinate and organize Federalism activities and volunteer groups at the provincial level.
- Provide technical assistance on matters related to the implementation of federalism campaign advocacy project in the province down to the municipalities.
- Coordinate and plan the implementation of Federalism activities at the Municipal level with the Local Chief Executives and various CSOs operating in his/her area of responsibility.

### 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 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