

JOIN OUR TEAM

**WE ARE
HIRING**

REGIONAL PROJECT OFFICER

CENTER FOR FEDERALISM AND CONSTITUTIONAL REFORM (CFCR) OPERATIONS GROUP

Salary Grade/ Monthly Compensation	Php 35,693.00 (on contractual basis)
Office	Center for Federalism and Constitutional Reform
Education	Preferably a graduate of Four- year course on Development Studies, Community Organizing or any other related field. A master's degree is a plus
Work Experience	At least 3 years of solid experience on implementing projects/programs on community development supervision
Training	Relevant trainings on community organizing, community development management, and coordination

Brief Description of the General Function of the Position:

- The Regional Project Officer shall assist the Chief Project Officer in the implementation of the federalism campaign projects to ensure the efficient delivery of the PMOs functions at the regional level.
- Assist in supervising and managing 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 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

Deadline of submission : March 7, 2018