PROJECT OFFICER

Project: Connecting Business Initiative (UNDP)

1. Project documentation of all previous PDRF, CBI and UN meetings, commitments and initiatives;
2. Development of the CBI, UN Program/Project and corresponding documents (i.e. TOR, reports, strategies);
3. Coordination with CBI network and possible travel to CBI meetings with the PDRF President;
4. Administrative matters related to CBI.

Project: Marawi Recovery and other recovery projects

1. Consortium management, including coordination work with both private sector, CSO and government partners, administrative work and possible event management;
2. Administrative work on consortium and PDRF funding for Marawi initiatives;
3. Conduct of meetings and development of necessary legal and financial documents with all pledging entities from the United for Marawi event;
4. Report writing of all consortium progress and conduct signoff with Task Force Bangon Marawi;
5. Conduct of ground visits as necessary for the consortium;
6. Write, facilitate and submit project proposals. Attend donor meetings when necessary.
7. Perform all tasks that may be assigned from time to time or as required by the FOUNDATION.

Requirements

Bachelors Degree in Related Field
Atleast 2 year related experience
Smart and keen to details
Can work with minimum supervision

Working Location

Employee Service Building, Meralco Compound, Pasig