



Position: DRIVER (2)

Employment Classification: Project Based

Location: Province of Camarines Sur

Project Duration: 8 months

KEY RESPONSIBILITIES

- Operate the official vehicle in accordance with ADRA Philippines regulations and adhered to driving road safety standards.
- Drive the Project staff and their visitors on official trips.
- Log official trips, daily mileage, gas consumption, transportation, vehicle servicing, repairs, etc.
- Keep inform the Logistics Officer for any irregular happen to the project vehicle.
- Responsible for the day-to-day maintenance and cleanliness of the vehicle assigned to him/her.
- Ensure that vehicles are adequately equipped with tools, fire extinguishers, first aid kits and any other equipment required.
- Assists in logistics work process as necessary, and flexibility in working hours.
- Performs official errands as required, and performs any other tasks as appropriately assigned.

QUALIFICATIONS:

- At least secondary school education
 - Holds a valid driver's license
 - At least 3 years field experience as a driver, preferably in humanitarian/emergency context or post-disaster/early recovery setting.
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Position: FOOD SECURITY OFFICER (1)

Employment Classification: Project Based

Location: Province of Camarines Sur

Project Duration: 9 months

KEY RESPONSIBILITIES

1. *Implement food security activities (inputs of vegetables seeds for kitchen garden, upland rice and corn seeds for small scale farms).*

- a. Conduct of needs assessment and consultation meeting with MLGU and MAO
- b. Conduct coordination meeting with BLGU
- c. Conduct close coordination with the BLGU's, Permaculture champion and MCHG leaders for the facilitation of distribution.
- d. Facilitate the distribution of seeds and guide for planting of seeds
- e. Participation in the procurement process of the needed materials.
- f. Provide strategic technical assistance on the issue pertaining to food security, nutrition and Kitchen gardening.
- g. Support communities to increase their knowledge and skills through training, exposure and joint actions
- h. Strengthen community self-mobilization through activity engagement of Permaculture Champion and MCHG leaders in the conduct of coaching and monitoring activities.
- i. Promote adoption of approaches that leads to sustainable development.
- j. Ensure monitoring and evaluation system is fully implemented in collaboration with the M&E officer.
- k. Prepare and submit progress report on project activities.

2. *Facilitate the establishment of community seed banks.*

- a. Conduct of needs assessment and consultation meeting with MLGU and MAO
- b. Conduct coordination meeting with BLGU
- c. Conduct orientation and training of BLGU's officials and permaculture champion for the establishment of community seeds banks.

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- d. Conduct close coordination with the BLGU's and permaculture champion for the establishment and operation of community seed banks.
- e. Facilitate the distribution of tools and materials for the community seeds banks
- f. Participation in the procurement process of the needed materials.
- g. Provide strategic technical assistance pertaining to community seeds banks.
- h. Strengthen community self-mobilization through activity engagement of Permaculture Champion and MCHG leaders in the conduct of coaching and monitoring activities.
- i. Promote adoption of approaches that leads to sustainable development.
- j. Ensure monitoring and evaluation system is fully implemented in collaboration with the M&E officer.
- k. Prepare and submit progress report on project activities.

QUALIFICATIONS:

- Bachelor's degree in agriculture or related field
 - Minimum of 2 years work experience in agriculture or food value chain
 - Demonstrated interpersonal and facilitation skills
 - Team player and positive attitude
 - Experienced in working with communities
 - Self-starter and organized
 - Preferably fluent Bicolano and Tagalog language
 - Filipino National
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Position: HEALTH & NUTRITION OFFICER (2)

Employment Classification: Project Based

Location: Province of Camarines Sur

Project Duration: 9 months

KEY RESPONSIBILITIES:

Outcome 1 – Increased knowledge on gender-sensitivity and psychosocial wellbeing impacting public health safety during times of crisis.

1. Implement behavior change radio programming on health, nutrition, SRHR, and gender issues for targeted beneficiaries,
2. Assist in creating safe and friendly online space in social media for women and girls,
3. In coordination with gender officer, conduct gender-sensitive awareness campaign on health, nutrition, SRHR, and gender issues through SMS blasts system,

Outcome 2 – Improved provision of essential services through equipping and establishment of temporary health service facilities.

1. Support Provincial- managed quarantine facilities,
2. Support Municipal- managed isolation facilities,

Outcome 3 – Enhanced health services through equipping and in-service competencies among testing centres, treatment facilities and their front liners

1. Equipping of existing diagnostic centre/s with COVID-19 testing services,
2. Support Regional and Provincial- managed treatment centre/s,
3. Competency-based in-service training that includes COVID-19 testing and management for medical technicians, nurses, and doctors provided in partnership with Department of Health.
4. Facilitate training on proper contact tracing and profiling among Healthcare staff and municipal emergency surveillance unit (MESU) facilitated.

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QUALIFICATIONS:

- Graduate of Nursing, or Development with health emphasis, and/or Nutrition
 - Minimum of 2 years work experience in MCH Emergency or Development response on Health and Nutrition programs
 - Passion for Public Health
 - Demonstrated interpersonal and facilitation skills
 - Team player, and positive attitude
 - Self-starter and organized
 - Preferably Bicolano and Tagalog language fluency
 - Filipino National
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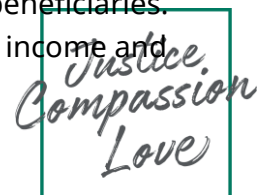
Position: LIVELIHOOD OFFICER (1)
Employment Classification: Project Based
Location: Province of Camarines Sur
Project Duration: 9 months

KEY RESPONSIBILITIES

Outcome 1 - Increased access to gender equitable safety nets through livelihood interventions.

1. *Implement livelihood initiative among BULSA (MCHG Savings group) addressing PPE's demand through.*
 - a. Conduct of needs assessment and consultation meeting with MLGU
 - b. Conduct coordination meeting with selected BLGUs and BULSA
 - c. Conduct coordination and consultation meeting with DOH to secure PPE standard and pattern, and market linkages to health facilities
 - d. Facilitate the distribution of sewing machines and raw materials
 - e. Participation in the procurement process of the needed materials and equipment for the PPEs production.
 - f. Supervise the production and facilitate the marketing of PPEs.
 - g. Conduct periodic monitoring and evaluation of BULSA's net income and socioeconomic advances among group members.
 - h. Provide guidance to the BULSA group during the implementation of the livelihood activities.
 - i. Provide activity tracker for the progress of the activity.

2. *Facilitate the strengthening of seaweed farming livelihood of coastal and island barangays.*
 - a. Conduct of needs assessment and consultation meeting with MLGU.
 - b. Conduct coordination and consultation meeting with Bureau Fisheries and Aquatic Resources (BFAR) for technical assistance.
 - c. Conduct coordination with selected BLGUs and fisherfolks associations.
 - d. Facilitate the distribution of raw materials for seaweed farming.
 - e. Provide technical guidance of seaweed farming to the beneficiaries.
 - f. Conduct periodic monitoring and evaluation of HH net income and socioeconomic advances among recipient HHs.





- g. Ensure monitoring and evaluation system is fully implemented in collaboration with the M&E officer.
- h. Submit monthly progress report of the activities.
- i. Develop tools, modules, and other learning materials related to livelihood intervention.

QUALIFICATIONS:

- Bachelor's degree in the business, agriculture or related field
 - Minimum of 2 years work experience in livelihood work in an NGO
 - Demonstrated interpersonal and facilitation skills
 - Team player and positive attitude
 - Experienced in working with communities
 - Self-starter and organized
 - Preferably fluent Bicolano and Tagalog language
 - Filipino National
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Position: LOGISTICS ASSISTANT (1)
Employment Classification: Project Based
Location: Province of Camarines Sur
Project Duration: 8 months

KEY RESPONSIBILITIES:

1. Assist in the procurement ensuring appropriate processes, procedures and documentation in line with ADRA policies and that all procurement procedures are properly implemented are observed at all times;
2. Assist in the vehicle fleet management and ensure that h ADRA Philippines standards through appropriate allocation and safe use of vehicles and servicing and maintenance schedules are complied with;
3. Assist in the effective planning, management and monitoring of efficient warehousing, storage and replenishment of goods and supplies necessary in the operations;
4. Provides administrative support to ensure efficient operation of office;
5. Answers phone calls, schedules meetings and supports visitors
6. Carries out administrative duties such as filing, typing, copying, binding, scanning etc
7. Ensure timely transmission of logistics monitoring information, to the logistics focal point at the
8. Maintains trackers, files and records of suppliers;
9. Perform related duties as assigned.

QUALIFICATIONS:

- Graduate of a 4-year college degree in any relevant field;
 - Development practitioner with at least 2 years field experience in logistics, preferably in a humanitarian/emergency context or post-disaster/early recovery setting;
 - Able to coordinate and establish strong relations with external agencies;
 - Formal training in rolling-out logistics systems.
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Position: MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT OFFICER (2)

Employment Classification: Project Based

Location: Province of Camarines Sur

Project Duration: 9 months

KEY RESPONSIBILITIES:

Outcome 1 – Increased knowledge on gender sensitivity, gender-based violence (GVB), and psychosocial wellbeing impacting public health safety during times of crisis.

1. *Implement awareness-raising on mental health and psychosocial support, and protection issues through*
 - a. Participation in development and adaption of communication aids to the needs of target population;
 - b. Conduct needs assessment and screening of beneficiaries from the vulnerable target population;
 - c. Stimulate exchange and participation among the beneficiaries of different age and gender groups;
 - d. Coordinate and guide activities on the recognition of psychological distress, self-care approaches and referral mechanisms
 - e. Evaluation of beneficiaries knowledge and skills before and after awareness raising activity
 - f. Evaluate impact of the awareness – raising interventions on the basis of the evaluation grid

2. *Conduct psychological interventions through psychological first aid (PFA), counselling, and linkages to basic social services among F/M clinical and non-clinical front liners. This includes but not limited to,*
 - a. Coordination with quarantine, isolation, treatment facilities and other agencies in need of psychological interventions for front liners;
 - b. Conduct needs assessment and screening of beneficiaries from the vulnerable target population;
 - c. Conduct of psychological interventions which includes identifying psychological distress, self-care strategies and coordination with appropriate referral linkages;

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- d. Observe and analyze the impact of psychosocial interventions on the basis of evaluation grid
 - e. Monitor clients availing psychological care and conduct follow-ups
 - f. Report sex and age disaggregated information systematically
 3. *Conduct focused psychosocial care and linkages to resources and services among quarantine F/M clients, girls and boys community members such as*
 - a. Conduct of PSS needs assessment and mental health screening to targeted community members
 - b. Identify the most vulnerable group of individuals in need of psychosocial support, psychological intervention, protection referral from different age and gender groups within the target communities
 - c. Conduct of PSS one-on-one counseling, and/ or referral to basic services
 - d. Development, production and distribution of PSS kits
 - e. Observe and analyze the impact of psychosocial care on the basis of evaluation grid
 - f. Monitor clients availing PSS support and conduct follow-ups
 - g. Report sex and age disaggregated information systematically

QUALIFICATIONS:

- Degree on Social Sciences and/or health streams
- Minimum of 2 years professional experience with a similar field position with an NGO
- Experience working with communities
- Demonstrated interpersonal and facilitation skills
- Team player, and positive attitude
- Self-starter and organized
- Preferably Bicolano and Tagalog language fluency
- Filipino National





Send your application to humanresource@adra.ph with subject: Applicant
ADRA: <DESIRED POSITION>

Deadline: June 26, 2020

Only shortlisted applicants will be contacted for interview.