



Position: PROJECT MANAGER (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE

The Project Manager is responsible for planning and implementing the Typhoon Ulysses Response Project according to ADRA Philippines and donor guidelines and standards. The Project Manager is in charge of building the capacity of the local team and ensuring quality in service delivery.

KEY RESPONSIBILITIES

Expected Outcome 1 – Project Management

- Maintain regular communication with the Program Manager
- Provide technical support to project team members.
- Coordinate closely with the Provincial and Municipal offices, and Barangay Councils throughout project duration.
- Ensure the project is implemented within the duration, scope and budget of the approved proposal.
- Ensure the following is implemented in collaboration with project team members and key stakeholders:
 - Selection and validation of beneficiaries
 - Development of the Project Implementation Plan (PIP) and I Work Plan (AWP) as per donor guidelines and orientation.
 - Crosscutting issues such as gender equity, child protection, and environment are considered throughout implementation.
 - Weekly planning/review meetings with team members.
 - Development of Memorandum of Understanding (MoU) with Local Government Units with approval from the Country Office.

Expected Outcome 2 – Human Resource Management

- Foster a friendly, positive and appreciate culture among the team members.
- Ensure project team members are understanding and respectful of the local culture, customs and ways of doing things.
- Ensure project team members relate well to each other as well as to project stakeholders.
- Ensure the Employee Handbook is available to all team members and that policies and procedures as well as code of conduct are followed.
- Mediate personnel issues and foster a learning culture.
- Ensure personnel capacity development throughout the project duration.

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- Seek advice from the Human Resource Officer for issues outside the Employee Handbook or that require discipline.

Expected Outcome 3 – Monitoring, Evaluation, Learning and Public Relations

- Monitor project activities and provide feedback to team members for improvement but also to share appreciation for team members' progress and effort.
- Keep track of PIP as reported by M&E officer.
- Coordinate the implementation of baseline survey, reviews and final evaluation.
- Prepare progress reports according to donor and country office reporting guidelines.
- Organize and coordinate lessons learnt workshops. This could be done with the Steering Committee as well.
- Collect stories of success or challenges from community members, leaders or other stakeholders for public relations and communication purposes.
- Develop relationship with the local Seventh-day church leaders, Adventist Community Services Director and share about the work of ADRA in the region.

Expected Outcome 4 – Financial Management

- Regularly provide assistance to the project finance assistant.
- Ensure disbursements vouchers are properly signed and backed up by receipts and invoices.
- Ensure a complete procurement process is followed where a purchase request is made, quotations are obtained, and supplier selection is based on quality, price, availability, and delivery conditions.
- Ensure project petty cash is safeguarded.
- Ensure vehicle trip schedules are prepared and maintenance schedules followed.
- Maintain regular communication with Finance Director for financial questions or guidelines.

QUALIFICATIONS:

- Degree in development and or any related course
- Minimum of 5 years of Project Management experience
- Demonstrated leadership and interpersonal skills
- Report writing and information management skills
- Experienced on Post-Disaster Project Management
- Demonstrated experience in donor/government relations and coordination
- Team capacity development skills
- Activity and budgetary planning skills
- Demonstrated proficiency with MS Office
- Flexibility and adaptability



Position: PROJECT ACCOUNTANT (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE

This position performs financial duties associated with daily office operations.

KEY RESPONSIBILITIES

- Processing of financial documentation, including orders, invoices and payment, manage cash receipts, disbursement and petty cash.
- Prepare Financial reports (including cash flow)
- Prepare liquidation reports to be submitted to Country Office
- Monitoring of Assets, Inventory & Equipment.
- Forecasting of Weekly /Monthly budget.
- Preparation of Monthly Bank Reconciliation.
- Assists in maintaining proper control of the supporting documents for payments and financial reports.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Business Management, Management Accounting or any related field.
 - A good understanding of finance, accounting and bookkeeping.
 - Excellent communication skills toward effective collaboration.
 - At least 2 years field experience in accounting, preferably in a humanitarian/emergency context or post-disaster/early recovery setting
 - Local candidate preferred
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Position: PROJECT ENGINEER (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

Ensures that all project deliverables are well accomplished in accordance to the means of verification prescribed by the donor with respect and sensitivity to the beneficiaries;

KEY RESPONSIBILITIES:

- Coordinate with the shelter specialist of project consortium and ensure that project is implemented in accordance to the standard of the donor
- Provide technical advice and support to the Project Manager and the field assistance on the shelter standards in targeted communities.
- Ensure that the shelter- related activities are technically sound and impact positively on the lives of the community partners.
- Ensure gender and protection issues are considered in the design and implementation of project activities related to shelter

QUALIFICATIONS:

- Bachelor's degree in civil engineering
- At least 5 years' experience in building and construction;
- Practitioner with at least 2 years field experience in shelter and WASH both in development and post disaster environment
- Experience in working with LGUs, people's organizations, community leaders and government agencies;
- Familiarity in dealing with project logical frameworks (LFA).





Position: LOGISTIC OFFICER (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

Ensures efficient and effective implementation of logistics systems that will guarantee accurate documentation for the storage, accounting, and procurement of materials, equipment and goods;

KEY RESPONSIBILITIES:

Fleet Management

- Day to day management of the fleet assigned to area of operation.
 - Ensure vehicles have correct equipment and tools
 - Manage fuel, fluids and spare stocks as needed;
 - Collate/ file transport request, ensuring all requests are properly authorized
 - Vehicle scheduling and planning
- Ensure vehicles' planned preventive maintenance is carried out to with minimum disruption to program activities
- Maintain and update all required records and paperwork for vehicles and driver
- Ensuring all vehicles have updated insurance, registration and other required documents

Asset/Equipment Management

- Ensure all incoming and outgoing materials are properly managed
- Ensure that all materials/equipment are tracked by Description.
- Ensure complete and filed paperwork so that there is a clear auditable audit trail for all stock movements
- Ensure material/equipment's discrepancies / damages are documented, investigated and reported to Project Manager.
- Loading, off-loading and stacking of materials (manage hiring of warehouse workers, drivers if necessary, etc. for specific dispatches)

Others

- Provide technical and operational support to the field office, as well as advice on application of logistics management best practice, systems and procedures. Take initiative in management improvement for the logistic function.
- Ensure the implementation, monitoring and evaluation of new initiatives and procedures related to logistics.
- Ensure timely transmission of logistics monitoring information, to the logistics focal point at the Country Office level.

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ADRA

- Ensures security of assets and program materials in the field of assignment;
- Maintains trackers, files and records of suppliers;
- Ensures that asset and supply movements are properly monitored and documented;
- Spearhead in the monitoring of availability of relevant supplies in the market;
- Procurement of all necessary materials within the project.
- 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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ADRA

Position: LOGISTICS ASSISTANT (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

Ensures efficient and effective implementation of logistics systems that will guarantee accurate documentation for the storage, accounting, and procurement of materials, equipment and goods;

KEY RESPONSIBILITIES:

- 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;
- Assist in the vehicle fleet management and ensure that hADRA Philippines standards through appropriate allocation and safe use of vehicles and servicing and maintenance schedules are complied with;
- Assist in the effective planning, management and monitoring of efficient warehousing, storage and replenishment of goods and supplies necessary in the operations;
- Provides administrative support to ensure efficient operation of office;
- Answers phone calls, schedules meetings and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc
- Ensure timely transmission of logistics monitoring information, to the logistics focal point at the
- Maintains trackers, files and records of suppliers;
- 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;



ADRA

Position: FIELD OFFICER (4)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

This position is integral to the day to day implementation of the Shelter component of the life-saving Humanitarian Assistance to people affected by Super Typhoon Ulysses. As such, the candidate is expected to closely work with the Project Engineer, to ensure that all shelter materials distributed as part of the project are appropriate to the context and of good technical quality including the guidance in the construction to the beneficiaries

KEY RESPONSIBILITIES:

The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with ADRA Philippines' Child Protection Policy.

The post-holder will be expected to behave in accordance with ADRA Philippines' Code of Conduct as referred to in the Employee Handbook.

Specific to the position, the field officer is expected to:

- Conduct validation of identified shelter component beneficiaries;
- Assist in implementing the Project
- Provide technical supervision over the actual repair using the build back better principles
- Ensure that beneficiaries provide the labor counterpart on shelter repair;
- Ensure that shelter repairs are implemented by the beneficiaries as planned
- Perform other functions as deemed necessary by the Project Engineer or the Project Manager.

QUALIFICATIONS:

- College graduate
- With proven sanitation or civil engineering background
- Demonstrated interpersonal and facilitation skills
- Team player and positive attitude
- Experienced in working with communities
- Self-starter and organized
- Local candidate preferred

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Position: FIELD ASSOCIATE (2)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

This position is integral to the day to day implementation of the Shelter component of the life-saving Humanitarian Assistance to people affected by Super Typhoon Ulysses.

KEY RESPONSIBILITIES:

The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with ADRA Philippines' Child Protection Policy.

The post-holder will be expected to behave in accordance with ADRA Philippines' Code of Conduct as referred to in the Employee Handbook.

Specific to the position, the field associate is expected to:

- Conduct validation of identified shelter component beneficiaries;
- Provide technical supervision over the actual repair using the build back better principles
- Ensure that beneficiaries provide the labor counterpart on shelter repair;
- Ensure that shelter repairs are implemented by the beneficiaries as planned
- Perform other functions as deemed necessary by the Project Engineer or the Project Manager.

QUALIFICATIONS:

- College graduate
 - With proven sanitation or civil engineering background
 - Demonstrated interpersonal and facilitation skills
 - Team player and positive attitude
 - Experienced in working with communities
 - Self-starter and organized
 - Local candidate preferred
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Position: MONITORING AND EVALUATION OFFICER (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

Ensures that all project deliverables are well accomplished in accordance to the means of verification prescribed by the donor with respect and sensitivity to the beneficiaries.

KEY RESPONSIBILITIES:

- Develop a solid Monitoring and Evaluation system for capturing the impact of the project's different interventions.
- Facilitate the implementation of the M&E system of the project including an efficient and effective flow of information as well as the synergy and partnership among the key implementing agencies and stakeholders.
- Contribute to the project's evaluation, reviews and project knowledge production for informed decision-making.
- Establish database of the programme baseline activities, achievements/outputs and information on the ongoing project activities and their contribution to the objectives of the project.
- Undertake field visits to monitor the implementation of activities as may be required.
- Provide training to the programme's projects/government staff on the development/management of effective M&E systems.
- Contribute significantly to the reporting mechanisms, which the project manager will be responsible for compiling and submitting to both internal and external stakeholders.

QUALIFICATIONS:

- Bachelor degree in the field of social sciences, development studies or any related field.
 - A minimum of three years' experience of progressively responsible professional working experience in any NGO doing development or humanitarian work especially in the area of monitoring and evaluation from a gender perspective with emphasis on impact assessment on women.
 - Experience of working in the field of reporting and monitoring to include experience in developing plans, tracking results, reporting to different partnering agencies.
 - Knowledge on report writing and computer literate.
 - Analytical and problem solving skills.
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Position: PROJECT OFFICE CUSTODIAN/ADMIN ASSISTANT (1)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

This position is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that office buildings and facilities are maintained in a healthy, safe and sanitary manner.

KEY RESPONSIBILITIES:

- Ensures cleanliness of the office—its premises and facilities.
- Plan, request, and monitor office supplies inventory & usage.
- Monitor inventory and usage of assets and equipment.
- Work together with the Logistic Assistant in assisting the Logistic Officer in the management of warehouse and distribution.
- Regularly checks assets and equipment, furniture and fixtures and reports damages to the Immediate Supervisor.
- Provides support and assistance during meetings and/or trainings in the office.
- Perform other related duties as required.

QUALIFICATIONS:

- College graduate.
- Has an ability to read, write and follow instructions.
- Self-starter and organized.
- Team player and positive attitude.
- Preferably with Bicolano and Tagalog language fluency.





Position: DRIVER(3)

Employment Classification: ProjectBased

Location: Province of Camarines Sur **Project**

Duration: 6 months

POSITION PURPOSE:

Working under the overall guidance of the Logistics Officer, the incumbent will be responsible for transporting staff and supplies to different sites as assigned.

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 two years of college or graduate of technical/vocational course
- With professional driver's license
- At least 3 years field experience as a driver, preferably in a humanitarian/emergency context or post-disaster/early recovery setting;
- Local candidate preferred





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

Deadline: November 27, 2020

Only shortlisted applicants will be contacted for interview.