

# WE ARE HIRING!

## Program Assistant

The Programs Assistant will support ADRA Philippines' Programs Department by assisting in proposal development, monitoring and evaluation (M&E), and reporting to enhance the quality and impact of its initiatives for vulnerable communities.

### COMPETENCIES

- Writing and Reporting Produces high-quality reports, proposals, and documentation.
- Analyzing and Interpreting Collects, analyzes, and interprets data effectively.
- Organizing and Executing Plans and prioritizes tasks to meet deadlines.
- Creating and Conceptualizing Contributes to innovative project designs and solutions.

### KEY RESPONSIBILITY

- Assist in drafting project proposals, donor reports, and success stories, ensuring compliance with guidelines and standards.
- Develop and implement monitoring and evaluation (M&E) frameworks, tools, and plans to track project progress and outcomes effectively.
- Collect, analyze, and interpret project data to assess impact, identify lessons learned, and recommend improvements.
- Maintain an organized repository of program documentation, including activity records, reports, and evaluations.
- Coordinate meetings, workshops, and field visits to support program activities and capacity-building efforts.
- Conduct research to inform evidence-based project design and decision-making.

### QUALIFICATION

- Bachelor's degree in Development Studies, Social Sciences, Statistics, Public Administration, or a related field.
- Minimum of 2 years of experience in program support, monitoring and evaluation (M&E), project management, or a related role; experience with NGOs or development organizations is an advantage.
- Proficiency in M&E frameworks, tools, and methodologies; advanced knowledge of data collection and analysis tools.
- Strong writing, research, and analytical skills with the ability to produce high-quality reports and proposals.
- Excellent organizational and time management abilities; effective interpersonal and communication skills; and the capacity to work both independently and collaboratively in a multicultural team.

LOCATION: **Silang Cavite**

DURATION: **6 months** *(with possible extension)*

DEADLINE: **FEBRUARY 07, 2025**

### HOW TO APPLY

send your applications to: ADRA  
Philippines Human Resources  
[regine@adra.ph](mailto:regine@adra.ph) cc: [christel@adra.ph](mailto:christel@adra.ph)  
with subject Application: **Program Assistant**

**Only shortlisted applicants will be contacted for interview.**

# WE ARE HIRING!

## Communication Officer

The Communications Officer will enhance ADRA Philippines' communications and visibility by creating impactful content, managing digital platforms, and showcasing the organization's initiatives through professional storytelling, video production, and digital media strategies.

### COMPETENCIES

- **Writing and Reporting** Exceptional storytelling and ability to produce high-quality written content.
- **Creating and Innovating** Proficient in video production, photography, and multimedia tools (e.g., Adobe Premiere Pro, Photoshop).
- **Analyzing and Interpreting** Strong understanding of digital media metrics and trends to evaluate campaign performance.
- **Organizing and Executing** Excellent time management and organizational skills to meet deadlines.

### KEY RESPONSIBILITY

- Develop and produce written content such as press releases, newsletters, and blog posts aligned with ADRA's branding.
- Plan, script, shoot, and edit professional videos and manage multimedia production equipment.
- Manage social media platforms, develop strategies to grow digital presence, and analyze campaign metrics.
- Provide event coverage through photography, videography, and real-time social media updates.
- Coordinate with departments to ensure consistency in branding and communication strategies.

### QUALIFICATION

- Bachelor's degree in Communications, Journalism, Multimedia Arts, Marketing, or a related field.
- At least 2 years of professional experience in communications, digital media, or video production (NGO experience is an advantage).
- Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and photo editing tools (e.g., Photoshop, Lightroom).
- Strong writing and storytelling skills, understanding of social media trends, and ability to work collaboratively in a multicultural team.

**LOCATION:** **Silang Cavite**

**DURATION:** **6 months** *with possibility of extension*

**DEADLINE:** **FEBRUARY 07, 2025**

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with subject Application:  
Communication Officer

# WE ARE HIRING!

## Project Manager

The Project Manager will oversee the planning, implementation, monitoring, and evaluation of development projects. The role requires strong leadership, organizational skills, and the ability to deliver results that align with organizational goals and donor requirements.

### COMPETENCIES

- **Leadership and Teamwork** Proven ability to lead and collaborate with diverse teams effectively.
- **Planning and Organizing** Exceptional organizational skills to manage multiple priorities and deadlines.
- **Problem-Solving** Strategic thinking with the ability to identify challenges and propose practical solutions.
- **Communication** Strong interpersonal and written communication skills to engage stakeholders and produce high-quality reports.

### KEY RESPONSIBILITY

- Lead project planning and implementation to ensure objectives are met within timelines and budgets.
- Supervise project teams and coordinate activities with stakeholders.
- Monitor project progress, evaluate outcomes, and prepare high-quality reports for donors and management.
- Manage project budgets, ensuring compliance with financial policies and donor requirements.
- Identify risks and propose solutions to address challenges effectively.

### QUALIFICATION

- Bachelor's degree in Project Management, Development Studies, Social Sciences, or related fields.
- At least 3 years of professional experience in managing development projects, including planning, implementation, and evaluation.
- NGO or humanitarian work experience is an advantage.
- Strong knowledge of project management tools and methodologies (e.g., Gantt charts, logical frameworks).
- Proficiency in budget management, proposal writing, and reporting.
- Familiarity with monitoring and evaluation frameworks and data analysis.

**LOCATION:** Naga, Camarines Sur

**DURATION:** 6 months *with possibility of extension*

**DEADLINE:** FEBRUARY 07, 2025

### HOW TO APPLY

send your applications to: ADRA  
Philippines Human Resources  
[regine@adra.ph](mailto:regine@adra.ph) cc: [christel@adra.ph](mailto:christel@adra.ph)  
with subject Application: Project  
Manager