JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Officer (Philippine National only)</th>
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<tbody>
<tr>
<td>Project:</td>
<td>GIZ STREAM Project-STRengthening youth Engagement and Action towards peace in Mindanao</td>
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<tr>
<td>Dept/Field Office:</td>
<td>Program / Cotabato City</td>
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<tr>
<td>Reports To:</td>
<td>Program Coordinator</td>
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<tr>
<td>Staff Supervised:</td>
<td>N/A</td>
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The Project

Nonviolent Peaceforce Philippines (NPP) launched a project called STREAM Project-STRengthening youth Engagement and Action towards peace in Mindanao that will be implemented for one year (12 months) with local partners based in the tri-boundary of Davao City, Arakan in North Cotabato and, Kitaotao, Bukidnon.

The project is aimed at strengthening the capacity and participation of young women and men in peacebuilding and self-protection against conflict and violence through unarmed strategies in selected communities of Kitaotao, Bukidnon.

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.

Job Purpose

The role of the Project officer is to oversee the implementation of the project activities. Specifically, the Project Officer will assist the Program Coordinator in providing technical oversight and facilitating the planning, implementation, reporting, monitoring and evaluation of the Project according to the agreement between NP (Philippines) and the donor and in accordance with NP's overall mandate and Programmatic Logframe.

The Project Officer is expected to regularly visit the project target areas in coordination with local partner organization, the KMMKM (Kamalitanan Te Matigsalog, Manobo, Kulamanen Ne Migsabeka). In addition, the Project Officer provides broad support to the Program Coordinator, Communication Officer (CO), Monitoring and Evaluation and Learning (MEAL) Officer, Finance and Operations to ensure smooth and effective implementation the project.

Key tasks and responsibilities

1. Strategy Implementation
   - Act as the main liaison and lead implementer for the Project reporting directly to the Program Coordinator;
   - Support the Program Coordinator in organizing and coordinating the overall operational activities;
   - Consolidate and submit regular monthly reports on the project progress implementation to the Program Coordinator;
• Lead in ensuring that project activities are implemented in accordance to donor requirements and in compliance with NP’s standard operational procedures and guidelines under guidance of both the Program Coordinator and Program Manager;
• Assist the Program Coordinator to monitor and assess the effectiveness of the Project activities and prepare quarterly and yearly reports as well as relevant donor reports;
• Assist Program Coordinator in the formulation of strategic action/plan related to the design, development, implementation of possible project expansion;

2. Staff and Human Resource Management
• Attend NP Program Meetings as requested

3. Representation and Networking
• Represent NP (Philippines) to stakeholders in the Project Target areas such as but not limited to state and non-state armed groups, Local Government Units (LGUs), National Government Agencies (NGAs), civil society organizations (CSOs) operating in the project areas, traditional/tribal community leaders (TLCs)
• Act as the NP (Philippines) contact person to liaise with local partner and other local organizations;
• Represent NP (Philippines) at relevant conferences, seminars and other stakeholders’ meetings, particularly those directly related to project;
• Network with organizations and institutions that work or implement similar projects and in similar geographical coverage and explore avenues for cooperation and strategic alliances while upholding and adhering to NP’s core principles;

4. Internal Coordination
• Support the Program Coordinator to ensure constant coordination, communication and collaboration;
• Coordinate with Safety and Security Coordinator, regarding security issues and updates, and integrate these into project planning;
• Facilitate field visits of NP staff, donors, external partners, and other key relevant visitors to project target areas in coordination with the Program Coordinator;

Duties applicable to all staff
• Actively work towards the achievement of the goals and mandate of NP in line with organizational values and principles
• Abide and work in accordance with NP safety and security policies and rules
• Work closely and cohesively with all NP staff to ensure smooth and effective program implementation, supportive working environment and overall team security
• Perform any other work related duties and responsibilities that may be assigned by the line managers

Person Specifications

EDUCATION & TRAINING
A. Required
• University degree in a related field (Social Work and Community Development, Social Sciences, and Management, etc.)
• Formal training related to human rights, peacebuilding, conflict resolution, conflict management, peacekeeping and nonviolence

B. Preferred
• Post-graduate degree in Peace, Social Work, Law, Human Rights, peace building & conflict mediation and/ or management
• Certificate or diploma course in peace building, conflict transformation, peacekeeping
WORK EXPERIENCE
A. Required
- Minimum five (5) years relevant work experience with local CSOs in human rights, peacebuilding and peace advocacy
- Cross-cultural and international work environment
- Experience in networking, community organizing work
- Field exposure and work experience in AFP-NPA conflict-affected communities

B. Preferred
- NGO/ humanitarian work
- Post-conflict/conflict area experience
- Exposure to AFP- NPA conflict context
- Experience in community organizing/mobilization
- Experience in dealing with armed groups, the military and with local and national government officials

KNOWLEDGE & SKILLS
A. Required
- Excellent oral and written English communication skills and sound report writing skills
- Understanding of conflict dynamics and peace building concepts
- Above average decision making and analytical skills
- Ability to maintain non-partisanship and project organisational values in a range of contexts

B. Preferred
- Able to communicate in the local language or dialect
- Understanding of the CPP/NDFP/NPA – Government/ AFP conflict and on-going peace process
- Able to write progress reports based on measurable set of indicators

PERSONAL QUALITIES
Required
- Personal/ emotional maturity
- Flexibility and resourcefulness
- Remains effective & focused under volatile, stressful situations
- Strong sense of responsibility and professionalism
- Cross cultural sensitivity and Sense of diplomacy and tact
- Strictly adheres to NP staff rules/ regulations and safety/ security protocols
- Honesty and integrity

How to apply:
- Candidates meeting the above requirements are requested to visit our website https://nonviolentpeaceforce.org/about/work-with-us to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- The closing date for applications is Monday, 22 February 2021.
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.
Special Notice:

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