

Alyansa Tigil Mina (ATM), is looking for qualified applicants for the following full-time, project-based positions:

- 1. Project Coordinator –Advocacy and Lobbying Project**
- 2. Monitoring, Evaluation & Learning (MEAL) Officer**
- 3. Policy Research and Advocacy Officer (PRAO)**

Kindly refer to the job descriptions and qualifications for each position below.

Please send your resumes and application letters to both the following emails: **nc@alyansatigilmina.net** and **policy@alyansatigilmina.net**.

Please indicate in the subject header the position that you are applying for. DEADLINE of APPLICATION is Oct. 6, 2017

Project Coordinator for Advocacy and Lobbying Project

Job Description:

1. Act as Project Coordinator for the advocacy and lobbying project of the organization
2. Perform lead role in planning, implementing and monitoring the project activities
3. Supervise the staff and volunteers involved in the project
4. Lead role in producing and coordinating the documentation, reporting and assessment of the project
5. Represent the organization in networking, linkaging and alliance-building efforts related to the advocacy and lobbying track of the organization
6. Work closely with the ATM secretariat and other pertinent individuals regarding other matters that will enhance the over-all execution and conduct of the project activities for the period.

Qualifications:

1. At least a Bachelor's degree in public administration, community development, statistics, social or development related studies; If undergraduate, commensurate work experience in developing and managing M&E programs and interventions will also be considered. Post-graduate degree an advantage.
2. Minimum of 3 years relevant experience, with at least 1 year supervisory role
3. Familiarity with NGOs and development work an advantage
4. Familiarity with environmental issues, natural resources management and rights-based approach to development
5. Knowledge or experience in disaster-response, risk-reduction and relief/emergency, rehabilitation projects an advantage
6. Must be smart, articulate, fast-learner, hardworking, and good in public relations
7. With excellent written and verbal communication skills.
8. A good team player
9. Must be willing to travel outside of Manila

PROJECT MONITORING, EVALUATION and LEARNING (PMEL) OFFICER

Job Description:

- Lead role in designing and implementing a monitoring, inspection and evaluation procedures for the project
- Ensure the timely gathering, recording and reporting of data and information during project implementation to be used for assessment, evaluation and planning exercises of the project management team
- Provide feedback to the project management team on the strategies and activities of the project, as well as inputs on the efficiency and effectiveness of project implementation
- Produce the semi-annual and annual reports that capture and describe the progress of the project
- Participate in project review activities, including planning workshops
- Assist the project team and other project staff in using the M&E tools of the project
- Organize and coordinate lessons generated by workshops and reviews of project work plans with partners and other stakeholders.
- Facilitate documentation and reporting of assessments, program data, lessons learnt and best practices for internal and external sharing.
- Coordinate with monitoring specialist for reporting and documentation purposes
- Act as a focal person for communication in the project, especially in coordinating information request and documentation of best practices for internal and external sharing.

Qualifications

- At least a Bachelor's degree in public administration, community development, statistics, social or development related studies; If undergraduate, commensurate work experience in developing and managing M&E programs and interventions will also be considered. Post-graduate degree an advantage.
- Ability to work under pressure.
- At least one (1) year direct experience on monitoring and evaluation work.
- Very good analytical skills, and possess mature judgment combined with a proactive, energetic approach to problem solving.
- Very good English language proficiency (written and spoken)
- Good knowledge of Programme Cycle Management and Development.
- Very good communication and analytical skills.
- Team-worker
- Must be willing and physically able to travel.
- Knowledge of information systems an advantage
- Skills in graphic designing and publication management an advantage

POLICY RESEARCH and ADVOCACY OFFICER (PRAO)

Job Description:

1. Lead role in policy research and advocacy activities of the advocacy project
2. Assist to develop, coordinate, and implement advocacy strategies
3. Conduct policy researches on identified advocacy issues, including development of research design and gathering of accurate and up-to date information
4. Coordinate with multi-stakeholders (i.e. government, non-government, businesses, and local communities) with regards to policy formulation, information exchange and other learning sessions
5. Support role in information-education-communication (IEC) production and dissemination activities
6. Support role in legislative lobbying function (Congress, Senate and Executive Agencies)
7. Support role in media and public-relations activities and interventions of the advocacy project
8. Act as Resource Person in major local, national and international events related to the advocacy project
9. Coordinate with local and national partners on policy-research related concerns

Qualifications:

1. Must be a graduate of any social science, research or development course
2. Minimum of 2 years relevant experience related to the job requirements, with at least 1 year in supervisory role
3. Familiarity with NGOs and development work an advantage
4. Familiarity with environmental issues, natural resources management and rights-based approach to development, an advantage
5. Familiarity with legislative work and engaging other national government agencies, an advantage
6. Must be smart, articulate, fast-learner, hardworking, and good in public relations
7. Very good English language proficiency (written and spoken)
8. Very good communication and analytical skills.
9. Team-worker
10. Must be willing and physically able to travel.
11. Skills in graphic designing and publication management an advantage