

Position: Project Officer (Support Services)

Basic Information		
<p>About PhilDev Foundation: The Philippine Development Foundation (PhilDev) is a non-profit organization focused on accelerating inclusive economic growth in the Philippines through science, technology, engineering, and mathematics (STEM) education, innovation, and entrepreneurship. Partnering with government, academia, development agencies, and the private sector, PhilDev aims to bridge ecosystem gaps and uplift communities through sustainable initiatives in education and enterprise development.</p> <p>For more information, please visit our website: www.phildev.org</p>		
<p>Location: Ortigas, Pasig City/ Hybrid Work Arrangement</p>	<p>Contract Type: Full-time, Project-based</p>	<p>Reporting to: Project Manager</p>
<p>Salary Range: To be negotiated</p>	<p>Initial Contract Term: Eight (8) months, with potential for renewal based on performance and project requirements</p>	<p>Benefits: To be discussed during interview</p>
Job Description		
<p>Position Summary: The Program Officer (PO) will play a key role in supporting the effective implementation of PhilDev’s programs by coordinating activities, managing logistics, and facilitating partnerships. Reporting to the Program Manager, the PO will be responsible for overseeing day-to-day operations, supporting program development, and ensuring the smooth execution of program events and activities. The role also involves gathering and analyzing data for program evaluations and preparing reports that communicate the impact of PhilDev’s initiatives to donors and stakeholders.</p>		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Program Development and Implementation <ul style="list-style-type: none"> - Assist in the design, planning, and execution of programs and projects, including conducting training needs assessments and coordinating activities to meet set objectives. - Facilitate training sessions, workshops, and seminars, ensuring an engaging, inclusive, and supportive learning environment. - Develop and prepare training materials aligned with program goals, fostering knowledge and skill development among program participants. • External Representation <ul style="list-style-type: none"> - Represent PhilDev professionally at relevant events, functions, and partner meetings, either independently or alongside the Program Manager. - Build and maintain strong working relationships with program partners, stakeholders, and collaborators, enhancing PhilDev’s presence and fostering continued partnerships. • Documentation and Data Collection <ul style="list-style-type: none"> - Gather, analyze, and document data to assess program impact, ensuring that initiatives achieve intended goals and deliver measurable outcomes. - Prepare comprehensive program updates, donor reports, and impact stories, highlighting successes and key achievements. - Collaborate with the internal Communications and Marketing team to share program accomplishments through various channels, including social media, newsletters, and reports. 		

- **Financial and Administrative Support**
 - Manage petty cash, process reimbursements, and ensure all financial records for program activities are accurately documented and aligned with budgetary guidelines.
 - Support the development of program budgets, track expenses, and ensure all expenditures remain within approved limits.
- **Compliance and Confidentiality**
 - Ensure that all program activities are conducted in compliance with PhilDev's policies, as well as partner or stakeholder requirements and confidentiality agreements.
 - Uphold the highest standards of confidentiality, safeguarding sensitive information related to partnerships, funding, and program data.
- **Additional Responsibilities**
 - Perform other duties as assigned, aligned with PhilDev's mission and objectives, to support organizational goals and enhance team effectiveness.

Qualifications:

- Bachelor's degree in a relevant field such as STEM, Management, Development Studies, or other related areas.
- A minimum of 3 years of experience in program support, coordination, or a similar role, ideally within non-profit or development sectors.
- Demonstrated experience with project monitoring, data management, and logistical planning.
- Exceptional organizational skills, with the ability to manage multiple priorities, maintain attention to detail, and meet deadlines.
- Strong communication skills, both verbal and written, with the ability to engage effectively with diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with project management and data analysis tools.
- High level of initiative, adaptability, and commitment to PhilDev's mission of fostering inclusive economic development.
- Ability to work both independently and collaboratively within a team.

Why join PhilDev Foundation?

At PhilDev, you will have the opportunity to work with a dedicated team committed to driving economic and social change in the Philippines. As part of an innovative organization, you will play a vital role in delivering impactful programs that promote STEM education and entrepreneurship, contributing to a better future for communities across the country.

Application Process

Interested applicants should submit the following to careers@phildev.org with the subject line: **Application – Program Officer [Full Name]**:

1. Cover letter detailing interest and relevant experience
2. Current resume or CV

Application Deadline: December 6, 2024

Only shortlisted candidates will be contacted for interviews.