

Position: Project Officer (Support Services)

Basic Information

The Philippine Development Foundation (PhilDev) is a non-profit organization that aims to eradicate poverty in the Philippines. We believe that we can achieve this by focusing on technology-based education, innovation and entrepreneurship. We partner with government, academe, development agencies and the private sector to build strategies that address specific gaps in the ecosystem.

In anticipation of two (2) projects, PhilDev is seeking a well-qualified and experienced Project Officer to work with the Project Leader and assist with the implementation of the project activities and to bring the project to a successful closure.

Deadline of Submission: September 10, 2024

www.phildev.org

Location: Ortigas, Pasig City/Hybrid	Contract Type: Project-based	Reporting to: Project Manager
Salary Range: To be negotiated	Initial Contract Term: Twelve (12) months	Benefits: TBA

Detailed Description

Purpose and responsibilities of the role:
In close liaison with the Project Manager, the Project Officer will be responsible for spearheading efforts to strategize and implement the PhilDev Incubation/Acceleration program with partner institutions; recruit and select startups with high potential to operate independently and scale up into successful companies; organize a selection committee and strengthen criteria for selection; manage project consultants, professional staff and associated budget. S/He shall promote awareness of the incubation/acceleration services, relevant business and community groups, and the general public, solicit support for incubation/acceleration efforts, and identify opportunities for new partnerships.

<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Lead the implementation of the Support Services activities of the project, which includes procurement of consulting firms, development of the incubation support services calendar, and facilitation of the consultation sessions. • Assist the Project Leader in the development of the program in close coordination with pertinent stakeholders. • Assist in the development and implementation of operating plans for the incubator’s support services activities including budgets and controls. • Support the development of the program activities including recruitment and selection process, training curriculum development, incubatee progress monitoring, on-boarding, investor relations, marketing and branding, day-to-day incubator operations, performance metrics and monitoring, and other activities. • Lead the conduct of the needs analysis of startups accepted in the incubation/acceleration program. 	<p><u>Skills / Qualifications:</u></p> <ul style="list-style-type: none"> • At least 2 years of minimum experience in running an incubator or accelerator • Experience in mentoring startups and social entrepreneurs is an advantage • Experience as an entrepreneur is an advantage • Experience in urbanplanning and placemaking is an advantage • Background in STEM, Business, and/or Economics preferred • Strong Program management skills with a proven background in problem solving • Ability to work autonomously and demonstrate initiative • Strong participant/client focus, and a willingness to provide high touch service • Exceptional attention to detail, solid time management and ability to multi-task, prioritize and stay ahead of things while meeting deadlines in a fast-moving environment • High level of self-initiative, creativity, perseverance, and flexibility
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<ul style="list-style-type: none">• Lead the monitoring of the progress of startups supported by the incubator/accelerator.• Lead the conduct of the Technology Readiness Evaluation or the innovations.• Help adaptively manage the Program e.g. by making recommendations to improve delivery, prioritize activities in the Program work plan, etc., while respecting relevant donor and PhilDev regulations and procedures.• Assist Project Leader and Finance Officer with budget management in line with PhilDev and donor requirements, particularly with respect to allocation of remaining budget to priority activities.• Provide technical support, particularly with respect to technical reporting/writing, and communications both internally and externally.• Assist with the technical and administrative tasks related to the organization or workshops, dialogues and consultations including, where required, developing presentations, briefing documents, workshop reports and media releases.• Assist Project Leader with other technical support to project partners, consultants, beneficiaries, and implementing partners involved in the Project activities.• Perform other duties as assigned.	<ul style="list-style-type: none">• Excellent communication skills (written, verbal - both 1:1 and in large team meetings)• Strong mindset for innovation, continuous improvement, and high touch “service”• Strong track record for great partnerships and community building including ability to flex and adapt as needed
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Interested applicants should submit their cover letter and CV to careers@phildev.org. Please use the following entry in the subject line of your email: Application_Project Officer <Name of Applicant>.