

## Program Staff for Human Settlements and Environment (HS&E)

<b>DEADLINE FOR APPLICATIONS:</b>	<b>30 OCTOBER 2008</b>
<b>DATE OF ISSUANCE:</b>	<b>11 OCTOBER 2008</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>HUMAN SETTLEMENTS AND ENVIRONMENT PROGRAM</b>
<b>DUTY STATION:</b>	<b>QUEZON CITY</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>HS/E - 001- 2008</b>

### Remuneration

Depending on professional background and experience, a competitive compensation and benefits package is offered. **Qualified applicant shall start working by 4 November 2008.**

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### TAO-Pilipinas Core Values: Integrity, Professionalism, Respect for Diversity

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### Responsibilities

The post is located at the Office of Technical Assistance Organization (TAO-Pilipinas, Inc.) in 27-A Matiyaga St., Barangay Central, Diliman, Quezon City. Under the general guidance of the TAO Board of Directors, the Executive Director and the Human Settlements and Environment Program Coordinator.

Responsible for project level coordination and execution, the incumbent:

- a) Coordinates TAO-Pilipinas' attendance to project-related external meetings.
- b) Undertakes workshops and consultations with communities, non-government organizations, and concerned government agencies for planning, design and implementation of project/s assigned;
- c) Undertakes drafting of plans and designs for the implementation of project/s assigned;
- d) Coordinates with other professionals for the completion of project technical requirements.
- e) Undertakes project data consolidation and filing in support to TAO Project Documentation.
- f) Prepares and submits to the HSE Program Coordinator periodic project briefs, updates and reports;
- g) Recommends to the Program Coordinator changes or actions necessary for the smooth and effective implementation of the project assigned.

### Competencies

**Professionalism:** sound knowledge and practical application of TAO-Pilipinas vision in human settlements and environment program, to include approaches and techniques to address problems; strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems; sound judgment; strong technical planning and design skills, including ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques, draw conclusions and assess impact on human settlements and environment issues.

**Planning and Organizing:** ability to plan own work, manage conflicting priorities and work under pressure of tight and competing deadlines.

**Communication:** excellent communication (spoken and written) skills, including the ability to draft a variety of analytical reports, background documentation and other communications and to articulate ideas in a clear and concise style.

**Teamwork:** very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Client Orientation:** ability to establish and maintain effective working relationships with other staff and outside collaborators, for purposes of substantive coordination.

**Technology Awareness:** fully proficient computer skills and use of relevant software and other applications, e.g. word processing, database management, spreadsheet, CADD, Internet, etc.

## QUALIFICATIONS

### Education

University Degree in Architecture, Civil Engineering or Environmental and/or Urban and Regional Planning, advanced University degree in Human Settlements or Infrastructure Planning or experience of equivalent nature.

### Work Experience

Preferably (1) year experience in a non-government organization or similar working environment. Experience working in urban poor housing-related issues is an advantage. Experience in direct community interaction related to human settlements and environment issues is desirable.

### Languages

Fluency in English and Tagalog with excellent drafting ability essential.

### Other Skills

Knowledge of relevant institutional mandates, policies and guidelines pertaining to human settlements and environment issues. Knowledge of the institutions and processes of TAO-Pilipinas, Inc., an advantage. Proficient in Computer Aided Drafting and Design. Strong desire to go into development-oriented work is essential. Commitment to development-oriented work is an advantage.

TAO-Pilipinas strongly encourages applications from **qualified women candidates only**. English and Tagalog are the two working languages of TAO-Pilipinas. TAO-Pilipinas is a **non-smoking** environment.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

### **How to apply**

All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Applications may be sent through email or fax. Include the Vacancy Announcement Number **HS/E-001-2008** in the subject heading.

Applicants must submit the following documents:

1. Application Letter
2. Curriculum Vitae
3. Two (2) recommendation letters from former employers or professors.
4. Include preferred salary.

Applications will be acknowledged where an e-mail address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received.

Only short listed candidates shall be notified within 15 days after the deadline.

**E-mail:** [arlene.lusterio@gmail.com](mailto:arlene.lusterio@gmail.com) or tao\_phil@yahoo.com

**Fax:** (632) 441-0998