

Young Professionals Formation Assistant and Social Media Officer

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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

Duties and Responsibilities:

1. Directly reports to Project Team Leader for YP Formation.
2. Performs the following tasks assigned by Project Team Leader specifically:
 - 2.1 Logistical preparations for project activities.
 - 2.2 Coordination with service providers and project partners.
 - 2.3 Assist in the procurement of project materials and supplies not exceeding Php5,000.00.
 - 2.4 Secretariat support during project preparation – printing, reproduction, registration, preparation of payments, reimbursements to resource persons, participants.
 - 2.5 Documentation of activities and submission of field reports for fieldwork exceeding 2 days except for construction monitoring activities.
 - 2.6 Consolidation of activity documents and submission of activity documentation report.
 - 2.7 Assists in the delivery of project target outputs in relation to intended/desired outcome or impact.
 - 2.8 Assists in the canvassing of project materials and supplies.
 - 2.9 Assists in preparation of periodic reports on project activities, outputs, accomplishments and effects.
 - 2.10 Assists in fundraising for Christmas gift-giving activity.
3. Creates content for TAO knowledge products, website, and official social media accounts.
4. Documents minutes of meetings for assigned month.
5. Prepares digital marketing collaterals and promotes TAO Publications and other knowledge products in coordination with COHI.
6. Updates TAO Publications inventory and sales documentation.
7. Provides marketing and secretariat support to CPD Programs (for both in-person training and online learning platforms) in coordination with COHI.

Deliverables:

1. Daily time record
2. Minutes of assigned meetings
3. Articles/write-ups for content creation of TAO knowledge product and social media accounts
4. Field report
5. Required project outputs (such as documentation report, MOAs with academe partners, standard agreements with consultants, YP Enewsletter, database of YP network)
6. Updated sales record of TAO Publications and other knowledge product
7. Updated database of book sellers, shops
8. Updated mailing list of potential buyers for publications

Competencies

Professionalism: knowledge and background on sustainable human settlements development (SHSD) and holistic urban development (HUD), proficient research and documentation skills; demonstrated logical analysis of issues/problems pertaining to SHSD and HUD; sound judgment and common sense, including ability to evaluate and integrate information from variety of sources using standard methodologies and analytical techniques.



Planning and Organizing: ability to plan own work, handle conflicting priorities and work under pressure in tight and competing deadlines; possesses the initiative and ability to work with minimum supervision.

Communication: excellent oral and written communication skills, including the good command of both Filipino and English languages, ability to draft a variety of analytical reports, researches, documentation and other communications, and to articulate ideas in a clear and concise manner.

Teamwork: very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-sectoral, 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: very proficient in the use of computers and its application, i.e. word processing, spreadsheet, desktop publishing, content management system, graphic presentation, etc.; social media savvy and has excellent understanding of social media marketing, i.e. search engine optimization, data analytics, etc.

QUALIFICATIONS

Education

University degree in Development or Communication Research, Planning, Human Settlements, Architecture or experience of equivalent nature.

Work Experience

At least 2 years of experience in a private, academic or non-government research institution and research work on issues pertaining to SHSD and HUD. Extensive experience in the conduct of research and documentation work.

Knowledge and experience in community-based participatory processes including planning and design is highly desirable.

Languages

Fluency in English and Filipino languages is required. Fluency in another Filipino dialect is desirable.

Other Skills

Knowledge of relevant laws, policies and guidelines pertaining to SHSD and HUD issues. Knowledge of the institutions and processes of the NGO system.

English and Filipino are the two working languages of TAO-Pilipinas. TAO-Pilipinas is a **NON-SMOKING** environment.

