

Project Team Leader for Young Professionals Formation

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 Core Operations Head External.
2. Consults the Management Committee on matters requiring decision (i.e. changes in project targets with budget implications).
3. Directly coordinates the implementation of YPF projects, including:
 - 3.1 Young Professionals Orientation & Training Program (YP-OTP – workshop & internship)
 - 3.2 Young Professionals Volunteers Pool
 - 3.3 Young Professionals E-newsletter and Website
 - 3.4 Young Professionals Network
 - 3.5 Christmas gift-giving activity
 - 3.6 International Course Hosting (Lund University, etc.)
4. Responds to requests from other organizations on YPF issues/concerns.
5. Represents TAO-Pilipinas at meetings involving YPF projects and promotes its advocacies.
6. Mentors and supervises volunteers/interns to be assigned in the project areas.
7. Drafts TORs and standard agreement forms for YPF service providers in coordination with OSH.
8. Creates content, monitors and updates TAO and YP knowledge products, website, and official social media accounts; coordinates article assignment, editing and layout of publications with COHI.
9. Ensures the delivery of YP Formation target outputs relative to intended/desired outcome or impact. Including:
 - 9.1 Preparation of YPF related proposals and fund sourcing
 - 9.2 Conduct of planned activities
 - 9.3 Preparation of reports (activity/field and progress reports)
 - 9.4 Financial management
 - 9.5 Periodic project monitoring and evaluation.
10. Documents minutes of meetings for assigned month.

Deliverables:

1. Daily time record
2. Required project outputs (such as documentation report, MOAs with academe partners, standard agreements with consultants, database of YP network)
3. Articles/write-ups for content creation of TAO knowledge product and social media accounts (as needed)
4. YP Enewsletter every 2 months
5. Funding proposal as assigned
6. Modules for YP workshop
7. Field report (as needed)
8. Monthly project progress report
9. Project monitoring report (assessment tool) submitted every 6 months
10. End of project evaluation report as requested by funder
11. Systematic digital filing system
12. Minutes of assigned meetings

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 applications, 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 Architecture, Planning, Human Settlements or experience of equivalent nature.

Work Experience

At least 4 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 physical 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.

