

TLF Sexuality, Health and Rights Educators Collective, Inc.
Call for Expression of interest- Project Officer

EOI Code Number: CLMSPH-002

Name of Project: CLMS PH

Funding Partner: UNAIDS

Position Title: PROJECT OFFICER
Employment Type: Contract Under the Project - Full-Time
Employment Term: Nine (9) Months with likelihood of project extension for twelve (12) more months
Salary Standard: Equivalent to a position with "Senior" as adjectival prefix and/or "III" as numerical suffix, with premium for competitive base pay in the private sector

A. Project Background

TLF Sexuality, Health and Rights Educators Collective (TLF SHARE) has been awarded a grant to implement a program to design, develop, and launch a web-based, community-led monitoring system (CLMS) for HIV and AIDS service delivery. The project is supported by USAID through UNAIDS and will be further sustained through support from other agencies. This call is for the first phase (development stage) of the program which covers nine (9) months. The succeeding phase of the project (which will be finalized within the first phase period) will include the community capacity building, maintenance and institutionalization of CLMS. The first phase will also include pilot case studies on utilization of CLMS for programmatic decision making and planning.

B. General Position Description

Under general supervision of the Project Manager, and with some latitude for the exercise of independent judgment; serves as Project Team Member, engaged in moderately difficult and responsible sub-/professional work requiring training and moderate experience or lower training but considerable experience and a good knowledge of a special subject matter.

C. Minimum Qualification Standards

1. In possession of knowledge applicable to performance of duties and responsibilities:
 - a. Human rights, HIV and AIDS, reproductive and sexual health and rights, SOGIESC;
 - b. Participatory learning and action, and other community-based developmental interventions;
 - c. Information and communication technology for health development;
 - d. Project planning, implementation, monitoring and evaluation.
2. Education: Accomplished a tertiary degree or equivalent
3. Work Experience: At least one (1) year employed in public or private sector institution in technical position or designation
4. Training: At least twenty-four (24) hours of training covering the related subject matters

D. Desired Competencies

Between basic and intermediate proficiency in the following technical competencies:

1. Building relationships with stakeholders
2. Computer skills (using office productivity applications)
3. Project planning and management (implementation and monitoring of plans)
4. Providing support and services
5. Training program administration

D. Duties and Responsibilities

1. Implement assignments and tasks per the project's work and financial plan, including coordination for staging of events
2. Ensure the timely, accountable access and utilization of resources per the assignments
3. Monitor and provide reports on the progressive implementation of the project activities
4. Support the participation of the project implementation team, partners and stakeholders
5. Support the implementation of all procurement activities, especially the coordination with engaged providers of research, baseline building, roadmap development
6. Comply with all organizational policies, standards, guidelines in line with the delivery of activities and outputs of the project
7. Perform such other functions as may be directed by the Project Manager and/or Executive Director

E. Requirements

1. Documents for Submission
 - a. Letter of Expression of Interest (EOI)
 - b. Resume with Picture and Signature

Submit the EOI and Resume to tlfmanila@gmail.com

Deadline of Submission: 10 March 2022

2. Other Requirements

- a. Passing the one-on-one interview with the Executive Director
- b. Submission of other relevant documents when deemed necessary

For further inquiries, please email tlfmanila@gmail.com with Subject "EOI CLM"