

CALL FOR EXPRESSION OF INTEREST

Matching Fund Request for Human Rights (Sub-Recipient 2)

Expression of Interest (EOI) Number: TLF-MFRHR- 05

Issuance Date: January 11, 2021 (Monday)

Deadline of Submission: January 18, 2021 (Monday)

Call for Expression of Interest for a **FINANCE AND ADMINISTRATIVE ASSISTANT** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

ESSENTIAL JOB FUNCTIONS:

1. With the Program Manager, Finance Officer and Program Officer, assist in the development and/or implementation of administrative of and financial processes for the Global Fund program;
2. Carry out administrative and secretarial duties for the program implementing/management unit and partnered CBOs;
3. Assist the Finance Officer in filing and maintaining accounting records (print and soft copies) and preparing financial reports;
4. Ensure that all office equipment and services are appropriately maintained;
5. Assist program staff in the preparation of materials for meetings, trainings and workshops;
6. Arrange logistical requirements for program activities;
7. Maintain records and inventory control of project assets, documentation, and other materials.
8. Other ad hoc tasks as instructed by the program manager and finance officer. / Perform other project-related functions as assigned by the SR Program Manager.

MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree in accounting and/or business administration or its equivalent
- **Work Experience**: At least 3 years of experience in finance and accounting in development projects implemented by national/international NGOs/UN bodies/ Government; Knowledgeable in accounting software;
- **Training Experience**: Preferably with training in accounting software such as Quickbook and other related software

- **Other Professional Skills:** Proficient in oral and written English business communication; operation of computer and other ICT equipment; and knowledge in the use of most Microsoft Office applications.
- **Other Desirable Qualities:** Willing to work beyond standard working hours; can work with minimal supervision; highly trainable; and can work well with a team.

FAIR HIRING POLICY

TLF SHARE is an equal opportunity employer and highly encourages applicants from the gay, bisexual, and transgender community who have experience in non-profit and community development work.

SUBMISSION PROCEDURE

Interested applicants should submit an expression of interest (EOI) letter and updated CV/resume (with list of character references), via email to [**tlfmanila@gmail.com**](mailto:tlfmanila@gmail.com) on or before January 18, 2021 (Monday), addressed to Mr. Anastacio M. Marasigan, Executive Director, TLF SHARE Collective. Technical review of documents and interview will be facilitated and the most qualified applicant will be contracted by TLF SHARE. Please take note that this is for immediate hiring to be based on Metro Manila, and contract period is from January 2021 to December 2023 subject to renewal upon evaluation.

All documents and information will be treated with utmost care and confidentiality in compliance with Philippine Data Privacy law.