

## CALL FOR EXPRESSION OF INTEREST

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

**Expression of Interest (EOI) Number:** TLF-MFRHR- 09

**Issuance Date:** February 1, 2021 (Monday)

**Deadline of Submission:** February 8, 2021 (Monday)

Call for Expression of Interest for a **I.T. COORDINATOR** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

### ESSENTIAL JOB FUNCTIONS:

1. Management of the web-based training
2. Provide technical support in addressing user concerns
3. Implementation of Referral Management System (RMS) and Community-based Monitoring and Reporting (CBMR) System in the Philippines through Real-Time Monitoring (RTM+) platforms
4. Coordinate with the software developer addressing the operational and development issues and requirements.
5. Lead the roll-out of all software projects
6. Conduct software training sessions for end-users and partners

### MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree in computer science, information technology, or its equivalent
- **Work Experience**: At least 2 years of experience in web-based learning administration, knowledge in security, hosting, network optimization, and databases
- **Training Experience**: Adept in system analysts, cybersecurity, data privacy, and management
- **Other Professional Skills**: Excellent organizational skills and customer support (proactive and can explain technical concepts in everyday language)
- **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 a list of character references), via email to [\*\*tlfmanila@gmail.com\*\*](mailto:tlfmanila@gmail.com) on or before February 8, 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 the contract period is from February 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.