



## Call for Expression of interest- Project Manager

**EOI Code Number: CLMSPH-001**

**Name of Project: CLMS PH**

**Funding Partner: UNAIDS**

Position Title: PROJECT MANAGER  
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 “supervising” as adjectival prefix, or “IV” 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 Executive Director, and with substantial latitude for the exercise of independent judgment, serves as Project Team Lead, engaged in varied and complex specialized work; or performs very difficult, important and responsible professional work requiring training, moderate experience, thorough knowledge of special subject matters.

### 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 management planning, management, monitoring and evaluation, and knowledge management.
2. Education: Accomplished a tertiary degree or equivalent
3. Work Experience: At least three (3) years employed in public or private sector institution in technical position or designation
4. Training: At least forty (40) hours of training covering the related subject matters

### D. Desired Competencies

Between intermediate and advanced proficiency in the following technical competencies:

1. Achieving high standards
2. Building relationships with stakeholders
3. Decision quality
4. Governmental and organizational policies and procedures
5. Project planning and management
6. Participatory or Community-led Monitoring and Evaluation
7. Technical writing

### E. Duties and Responsibilities

1. Translate project contract and documentation into implementation work and financial plans
2. Ensure the timely, accountable access and utilization of resources assigned for the performance of the project
3. Monitor and provide reports on the progressive implementation of the project
4. Ensure the team's effective collaboration with partners and stakeholders of the project as well as performance of engaged suppliers and cooperating agencies
5. Ensure own and the team's compliance of all organizational policies, standards, guidelines in line with the delivery of activities and outputs of the project
6. Coordinate the conduct of and ensure efficiency and objectivity in all procurement activities
7. Manage and coordinate the delivery of research, baseline building, roadmap development and other related activities
8. Perform such other functions as may be directed by the Executive Director

### F. 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](mailto: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](mailto:tlfmanila@gmail.com) with Subject “EOI CLM”