

CALL FOR EXPRESSION OF INTEREST

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

Expression of Interest (EOI) Number: TLF-MFRHR- 08

Issuance Date: February 1, 2021 (Monday)

Deadline of Submission: February 8, 2021 (Monday)

Call for Expression of Interest for a **SUPPORT STAFF** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

ESSENTIAL JOB FUNCTIONS:

1. Assists in coordination with partners in the conduct of the PROTECTS activities
2. Ensure all documentation requirements be submitted to TLF SHARE (i.e., contracts, ORs, acknowledgment receipts, photos, and audio files)
3. Manage and monitor activity logistics including attendance, materials, venue, equipment, and other supplies
4. Prepares activity report and minutes of the meetings

MINIMUM REQUIREMENTS

- **Education:** At least college graduate with a degree in social science, communication, or related fields
- **Work Experience:** At least 2 years of experience in event organizing, management, and coordination
- **Training Experience:** Extensive practical knowledge and experience on HIV, SOGIE, and human rights-related capacity building for PLHIV and key populations
- **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 a list of character references), via email to 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.