

CALL FOR EXPRESSION OF INTEREST

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

Expression of Interest (EOI) Number: TLF-MFRHR- 03

Issuance Date: January 11, 2021 (Monday)

Deadline of Submission: January 18, 2021 (Monday)

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

ESSENTIAL JOB FUNCTIONS:

1. Contribute to the development and implementation of work plans and budgets;
2. Support the Program Manager in the implementation of his/her duties;
3. Carry out field visits and participate in program monitoring and evaluations in line with work plans;
4. Provide guidance for partnered CBOs on program implementation and reporting;
5. Work closely with other SRs and other implementing partners;
6. With the PM, M&EO and FO CBO Coordinator, monitor the achievement of indicators, including program achievement and budget expenditure; ensure that variance analysis is conducted; and prepare the required reports, including the PUDR;
7. With the FO, arrange for the implementation of external audits of the partnered CBOs;
8. Provide support in organizing meetings, including liaising with participants on these events;
9. Contribute to documenting and disseminating project-related best practices and lessons learnt.
10. Contribute and assist in the mapping, identifying and profiling of new formal and informal community-based organizations working on gays, bisexuals, and other MSM at the community-level;
11. Manage and facilitate support grants allocated to partner CBOs;
12. Provide technical assistance and capacity building to CBOs and other partners and stakeholders, if necessary;
13. Formulate activity and training work plans and ensure the implementation of these activities according to schedule;

14. Provide mentoring assistance to community-based organizations and networks supported by the program;
15. Organize and coordinate field activities and meetings with partners;
16. In coordination with PM and M&EO, document best practices and success stories among community-based organizations;
17. Together with the program staff, prepare and provide timely, complete and accurate monthly and quarterly programmatic reports and supporting documents to the SR Program Manager for submission to the PR; and
18. Perform other project-related functions as assigned by the SR Program Manager.

MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree in behavioral sciences, social sciences, liberal arts, or other relevant courses
- **Work Experience**: At least two years of experience performing work similar to stated job functions in a development work setting. Preferably with experience in organizing and conducting trainings and advocacy activities, monitoring and evaluation, technical report writing, networking and partnership. Working knowledge and familiarity with HIV and AIDS and key affected population
- **Training Experience**: More than 24 training hours in sexual and reproductive health and rights, gender and development, HIV and AIDS and human rights.
- **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.