

Catholic Relief Services (CRS) is an American relief and development NGO created in 1943 by the United States Conference of Catholic Bishops to assist the poor and disadvantaged overseas, with programs in over 90 countries. Present in the Philippines since 1945, CRS' mission statement calls on the agency to alleviate human suffering, advance integral human development, and foster charity and justice in the world. All of its programs assist persons on the basis of need, regardless of religion, ethnicity or nationality. CRS / Philippine Program currently manages programs in agriculture, natural resource management, peace and reconciliation, and emergency response. Our two offices are located in Manila and Davao. CRS offers competitive salary and benefits packages.

## JOB ANNOUNCEMENT

CRS/Philippine Program is seeking experienced and dynamic individuals with the following general qualifications:

- Excellent communication and writing skills in English, especially report writing
- Experience working as part of a multi-disciplinary technical team.
- Skills: Active listening; active learning; complex problem solving; critical thinking; service orientation; systems evaluation; judgment and decision making; monitoring
- Technology: Microsoft Office 2003/2007
- Knowledge: Grants management and donor regulations

### POSITIONS IN EMERGENCY PROGRAM

The following positions will be part of a dynamic project team implementing a USAID-funded emergency recovery project in shelter, community cleanup and water/sanitation/hygiene:

#### **TRANSITIONAL SHELTER COORDINATOR - CAGAYAN DE ORO**

The Transitional Shelter Coordinator will lead a team of CRS short-term staff in the implementation of a transitional shelter construction program. This will require adopting a standard shelter design using locally available materials, piloting, adjusting based on results of the pilot and construction to the rest of the intended beneficiaries. The Transitional Shelter Coordinator will build the capacity of the partner to implement transitional shelter projects. Project duration is six (6) months.

- Bachelor's degree in Social Science and other related field. Master's degree in relevant field an advantage.
- Minimum of 5 years experience in construction, emergency experience preferred;
- Proven ability to provide technical assistance to partners in the implementation of the shelter program;
- Strong communication; capability to build good inter-personal relationship with partners and other key players including diocesan heads (bishops, social action directors), government officials at regional, provincial and local levels.
- Experience in project planning, use of M&E methods, and reporting.

#### **WATER, SANITATION AND HYGIENE (WASH) and COMMUNITY CLEANUP COORDINATOR - CAGAYAN DE ORO**

The position will provide technical support and direction to partners in the implementation of the WASH response including advising on water trucking and water storage. The position will also lead a team of CRS short-term staff in designing a community cleanup program using cash for work to support local livelihood restoration. Project duration is six (6) months.

- Bachelor's degree in international development, social science or water related field with significant work experience. Master's degree in relevant field an advantage
- Minimum of 5 years experience in WASH programs and program management, with at least one (1) year in emergency WASH.
- Proven ability in organizing and facilitating WASH training activities and materials with partner staff and community volunteers.
- Ability to organize and facilitate cash for work training activities and materials with partner staff and community volunteers.
- Strong communication; capability to build good inter-personal relationship with partners and other key players including diocesan heads (bishops, social action directors), government officials at regional, provincial and local levels.
- Experience in project planning, use of M&E methods, and reporting.

#### **SHORT-TERM CONSULTING ENGINEER - CAGAYAN DE ORO**

The consulting Engineer will provide technical support to design a shelter using low cost locally available materials and to manage a small pilot of a few shelters to test models and costs. Following the pilot, the consulting Engineer will make recommendations for scaling up the program approach. Project duration is one (1) month.

- Licensed Civil Engineer with a strong background /experience in structural engineering.
- At least five (5) years of practical experience in construction and engineering
- Proven ability in providing technical assistance in designing transitional shelter that meets Sphere standards for size, acceptability, types of materials while being attentive to cost.
- Must be able to assess the capacity of suppliers to maintain supply and deliver construction materials to beneficiaries and appropriate number of labor days for skilled labor groups to construct shelter.

#### **FINANCE OFFICER - CAGAYAN DE ORO (2 positions)**

The position requires fund management, technical assistance to NGO partners and financial audit. Project duration is six (6) months.

- Bachelor's degree in Accountancy
- At least four years experience in general accounting and financial management
- Possesses an attitude of service and support
- Knowledge in computerized accounting preferably Peachtree or equivalent accounting software
- Strong accounting skills in payroll preparation, taxation, bank reconciliation and cost accounting

### **ADMINISTRATIVE / PROCUREMENT OFFICER - CAGAYAN DE ORO**

The position will be responsible for office procurement, staff administration, vehicle management, attends to legal concerns and relations with government offices, and responsible for all communication requirements, both internal and external. Project duration is six (6) months.

- Bachelor's Degree in business administration, accounting, management, or related field.
- Minimum of two (2) years experience in office administration with accounting exposure, procurement and vehicle management.
- Proven strong management and negotiation skills with solid interpersonal and communication proficiency.

## **POSITIONS IN AGRICULTURE/NATURAL RESOURCE MANAGEMENT PROGRAM**

### **DEPUTY PROGRAM MANAGER - DAVAO**

Responsible for supervising Agroenterprise Coordinators in operations promoting the production and marketing of agricultural products in compliance with CRS and donor policies. Travel required 50% of his/her time.

- Minimum of BS in Agricultural Economics, Marketing, Business, and other related field, and/or experience in agricultural trading and financing. A Master's degree preferred in the same fields.
- 3-5 years experience in program design, implementation, management, and evaluation at the grass roots level with local NGOs and government officials.
- Proven skills in organizational, personnel, budgeting, and financial management, and ability to handle multiple tasks.
- Proven ability to facilitate technical assistance and advice to partner organizations.

### **TRAINING SPECIALIST - DAVAO**

Responsible for developing materials supporting the implementation of activities for Agri-NRM projects, overseeing technical training and capacity-building support for staff and partners. Travel required 50% of his/her time.

- Preferably Master's degree in Communications, Business, Agri-Business, Agriculture, or development related field, or a minimum of a 4-year university degree with significant work experience.
- Minimum of 3-5 years experience working with NGO's, Church, or government agencies in training activities.
- Experience and proven capacities in training and supporting partner organizations appropriate, including the development of innovative approaches for knowledge (behaviour change) and skill building. Strong writing skills required.
- Ability to directly provide, or facilitate, technical assistance on agriculture, NRM, enterprise skills, and organizational capacity-building, etc. Also, must be able to write and analyze reports.

### **INFORMATION COMMUNICATION TECHNOLOGY SPECIALIST - DAVAO**

The Information Communication Technology Specialist (ICT) Specialist will support the roll-out of ICT to CRS' agriculture programs and lead the development of innovative ICT solutions in other programming in emergency and peacebuilding. Position requires up to 50% travel throughout the country and perhaps abroad.

- Bachelor's degree in Computer Science, Information Systems, Information Management, or other relevant field; Master's degree preferred. Experience with Geographic Information Systems (GIS) a plus.
- At least two years of professional experience in a similar position and/or a relevant field; experience in using ICT in development programming desired.
- Experience managing relational databases;
- Software design experience with Java Script and HTML 5 preferred
- Experience in managing IT consultants
- Training facilitation skills and experience required

### **AGROENTERPRISE COORDINATOR - DAVAO**

The position will provide technical support and direction for promoting improved livelihoods among small farmers through agroenterprise and enhancing partner organization capacities. Travel required 70% of his/her time.

- Bachelor's degree in Agricultural Economics, Marketing, Business, and other related field, and/or experience in agricultural trading and financing.
- At least 2 years practical experience implementing agriculture marketing and community-based development projects with NGOs, Church, or government agencies.
- Proven ability in training, extension, and implementing field level agriculture programs, including the provision of technical assistance to local organizations.

## **POSITIONS IN PEACE AND RECONCILIATION PROGRAM**

### **TRAINING COORDINATOR - DAVAO**

The position will coordinate and systematize the Peacebuilding Program's training component under the Peace Governance in Mindanao (PGM) project. The person will lead in the development, implementation, management, documentation, and packaging of various peace training plans and activities including the Grassroots Peace Learning Center (GPLC). The person will also provide technical support and accompaniment to partners in strengthening their respective training agenda and processes. The position requires up to 50% travel to support partners in Western Mindanao.

- Bachelor's degree in Social Science and other related field; master's degree in relevant field an advantage.
- 7- 10 years experience working with NGO's, the Church, or government agencies specifically on peace training management and implementation.
- Strong analytical skills, using both qualitative and quantitative information, generated through participatory approaches.
- Ability to work with stakeholders on multiple levels, including non-government organizations, donors, media groups, religious groups (Catholic, Muslim, etc.), and government units.
- Strong skills in developing organizational capacities including institutional strengthening, mentoring and coaching.
- Experience on project planning, use of M&E methods, and reporting. Strong writing skills required.

### **MONITORING, EVALUATION AND LEARNING OFFICER - DAVAO**

The position will support the framing and implementation of the overall M&E strategy including all relevant activities and processes within the Peacebuilding Program. The person will provide technical accompaniment to the program and local partners in Mindanao, and support various phases of project design, implementation, monitoring, evaluation and learning. The position requires up to 50% travel to support partners in Western Mindanao.

- Bachelor's degree in Social Science, Statistics, Mathematics and other related field; master's degree in relevant field an advantage.
- 5-7 years experience working with NGOs, the Church, or government agencies specifically on monitoring and evaluation systems and processes.
- Strong analytical skills, using both qualitative and quantitative information, generated through participatory approaches.
- Ability to work with stakeholders on multiple levels, including non-government organizations, donors, media groups, religious groups (Catholic, Muslim, etc.), and government units.
- Strong skills in developing organizational capacities including institutional strengthening, mentoring and coaching.
- Experience on project planning, use of M&E methods, and reporting. Strong writing skills required.

**Interested candidates should send their curriculum vitae and cover letter, in English to: [PH\\_HR@global.crs.org](mailto:PH_HR@global.crs.org)**

**Giving Hope to a World of Need**