

Project Coordinator - Asia Value Formation Project

Location: [Asia & Pacific] [Philippines]

Town/City: Manila

Category: Project Management

Job Type: Fixed term, Full-time

***Preferred Position location: Manila Philippines. Other locations India, Indonesia, Vietnam.**

PURPOSE OF POSITION:

The purpose of the position is to coordinate and manage the WVUS-supported Asia Values Formation project in multiple countries (India, Indonesia, Philippines and Vietnam). It requires successful management of the project interventions ensuring timely implementation, monitoring/ evaluation, reporting and evidence building of the impact of the project. Ensures that all project initiatives have a credible impact on the values/ spirituality/ holistic development of children. Project activities aim at nurturing children and their families and mobilizing communities, churches/ faith communities/ faith actors and contribute to children's flourishing. Ensure that project interventions will ultimately contribute to sustainable transformational development in the project areas.

KEY RESPONSIBILITIES:

Field Office Project Oversight:

- Regularly support, coordinate and collaborate with project implementation staff at Field Offices (FOs).
- Ensure FO engagement with Ops, PQ and relevant teams for support needed.
- Ensure the project interventions are appropriately integrated with other ongoing projects.
- Participate in FO strategy and project reviews organizational meetings as needed.

Operation and Monitoring:

- Monitor the project implementations frequently.
- Provide feedback to FOs through regular reviews/ reflections as needed.
- Prepare semi/annual project management reports.
- Support FOs to ensure that project activities and progress are captured.
- Coordinate reflections, reviews and learning forums as needed.

Project Management and Donor Engagement:

- Coordinate development of annual plans and budgets with FOs.
- Ensure efficient and effective utilization of the resources.
- Serve as WVUS and RO main point of contact for project management, reporting and donor engagement.
- Collaborate with FOs/ WVUS to prepare donor facing reports as needed.

Research and Evidence Building:

- Support and coordinate related research/ evidence building of the project.
- Ensure that progress and evidence of impact are captured and communicated to donors, partners, and project beneficiaries and interest groups.
- Coordinate project publications/ communications.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum five years experiences of international development.
- Proven experience of program coordination and management is essential.
- Experience in monitoring, evaluation, accountability & learning (MEAL).

- Experience in facilitating staff and community level empowerment approaches.
- Fluent English language skills (both oral and written).
- Computer literacy and understanding basic accounting.
- Experience of engaging and/or leading project planning and annual business plans.
- Minimum Bachelor's Degree.

Preferred:

- Knowledge and experience with WV operations and WV faith and development principles including spiritual nurture of children.
- Skills of good communication, inter-personal skills and function as a good team player.
- Possess the skills required to engage cross culturally, with creative thinking and problem solving.
- Spiritual maturity: clear articulation of personal faith in Christ about how their faith informs their life and work. Able to stand above denominational diversities.

Work Environment/Travel:

- Ability to travel domestically and internationally, approximately 10% of time.
- Experience in working remotely and with virtual teams.