

Mindanao Project Officer

General

Job Title: Mindanao Project Officer
Location: Cotabato City or it's adjacent municipalities/cities in Mindanao, Philippines
Reporting to: Mindanao Programme Manager
Contract duration: Fixed term contract to 31 December 2020, 37.5 hours a week

Job overview

Job purpose

Support the Mindanao Programme Manager in the implementation of an EU funded project on Public Empowerment and Community Engagement for Good Governance in the Autonomous Region in Muslim Mindanao (ARMM) region.

Scope and accountability

The Mindanao Project Officer will work closely with the project partners to assist and oversee their submissions of timely and accurate narrative and financial reports; run the secretariat of partner coordination meetings; provide the Mindanao Programme Manager with other logistical support and regional security updates; and engage in other general activities indicated by the Mindanao Programme Manager.

They can be based in Cotabato City or its adjacent municipalities / cities in Mindanao and will spend about half of their time travelling to partners offices and project sites.

This role will also liaise closely with Conciliation Resources' London based organisational support team covering Communications, Finance, Human Resources, IT, and Monitoring and Evaluation.

The Mindanao Project Officer reports to the Senior Programme Manager who is based in the Philippines.

Specific responsibilities and tasks

Programme and Partner Support

- In conjunction with the Finance Team and the Mindanao Programme Manager, maintain the project budget and reporting, track expenditure relative to budget, adjust spending and cash flow forecasts. This includes processing partner and project financial reports ensuring they are submitted in an accurate and timely manner with the correct and necessary documentation.
- Prepare and process financial trip reports, transfer requests, travel advance requests and other project expenditure documents, ensuring appropriate backup and coding in accordance with internal accounting procedures and in liaison with the Finance team.
- Implement financial regulations and accounting procedures ensuring effective and accurate data entry and retrieval; maintain accurate financial records; process payments, receipts and other deposits, following the established accounting procedures.

- Ensure all transactions are properly coded and recorded, file all paperwork in appropriate files whether electronic and/or hard copy.
- Assist partners to compile budgets and financial reports based on templates and submit these for approval by the Mindanao Programme Manager, liaising with the Finance team and the respective partners to resolve issues.
- Provide support and training to partners to enhance their understanding of our financial processes, this is likely to be delivered virtually or in-country.
- Process invoices and expenses claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures.
- Coordinate the project's financial transactions, cash and transfers to partners, requesting foreign currency and monitoring cash flow and balances held by partners.
- Ensure that lists of project and ledger codes are kept up-to-date and distributed to partners.
- Assist in the preparation of accounts for internal and external audit processes.
- Liaise with partners and the Mindanao Programme Manager on project plans and developments; and regularly update project documentation, including work plans, budgets, transfer schedules/breakdowns, financial and narrative reporting forms.
- Develop and maintain a programme-wide calendar of reporting deadlines; log, file and acknowledge receipt of partner financial and narrative reports and follow up with partners (by Skype, phone and email,) with requests for additional information.
- Produce drafts of donor financial reports for the Mindanao Programme team, drawing on partner reports, trip reports, and other organisational expenditure reports.
- In conjunction with the Mindanao Programme Manager and with the support of the Senior Finance Manager, monitor the project's expenditure and ensure that Conciliation Resources finance procedures and donor contractual financial reporting requirements are, at all times, met.
- In conjunction with Conciliation Resources' Finance Team support partners in developing their core organisational and financial management skills and capabilities.
- Be the focal person for the EU delegation's financial team such as but not limited to queries and concerns relating to financial and administrative matters on the project and shall closely coordinate the Mindanao Programme Manager and the finance team in London.
- Support partners in producing regular narrative reports to Conciliation Resources to meet donor contractual requirements as well with their funds transfer requests.

Secretariat and logistical support

- Provide secretariat support to the bi-monthly Partnership Steering Group meetings; particularly, preparing and finalising the agenda after input from Conciliation Resources and its partners, organising the administration and logistics of the meetings and key activities.
- Serve as the lead in documenting the discussions and circulating the proceedings to members

of the Partnership Steering Group, and assisting the Mindanao Programme Manager in following-up on agreed plans and reports.

- Support the Mindanao Programme Manager in properly documenting all partner and Conciliation Resources activities and linking them to the Planning, Monitoring, Evaluation and Learning mechanism agreed by Conciliation Resources and partners.
- Provide an up-to-date Mindanao security status report to the Mindanao Programme Manager, Chief Operating Officer and London based teams.
- Provide administration and logistical support to CR staff visiting the region, booking transportation, food and accommodation, including assisting partners in follow-up for invitees or setting appointments.
- Arrange travel, visas, accommodation and per diems for event participants, staff and consultants. Prepare, as needed, event materials, participant packages and equipment.

Coordination and Programming

- Participate in regular line management meetings with the Mindanao Programme Manager, and provide regular updates to the relevant London based teams and the Director of Programmes.
- Participate in organisation-wide meetings or events (meetings, workshops etc.) as advised by the Mindanao Senior Programme Manager or Philippines Programme Director.
- Monitor the intra and inter partner relationships and advise the Mindanao Programme Manager and Director of Programmes on the same
- Assist in the conduct of security and conflict analysis, programmatic plans and strategies such module designs and concept notes related to the set of activities to be implemented.

Communications and Information Management

- Contribute to communications and awareness-raising of Conciliation Resources and partner activities, ensuring that communication materials and messages are compliant to CR, Partner and Donor requirements.
- Actively input contacts to Conciliation Resources' database, and maintain other organisational information management systems up to date.
- Maintain a collaborative relationship with all project stakeholders and whenever needed/requested, represent Conciliation Resources effectively communicating its strategies to community-based organisations and other target groups.
- Compile and keep up to date, an inventory of the project's publications and audio-visual materials and maintain distribution lists.
- Perform additional tasks, which are reasonably associated with this post, as required by the Mindanao Programme Manager.

Person specification

Knowledge

- Excellent spoken and written Tagalog and English. Knowledge of other languages spoken in Mindanao is also desirable.
- Preferably a graduate of accountancy, management or community development work or equivalent by experience.
- Knowledge of and interest in the conflict issues within Bangsamoro and Philippines
- Knowledge of computerised accounting systems, soft and hardcopy filing systems and Microsoft Office.
- Familiarity with the Bangsamoro peace process, the Mindanao security issues and ARMM and national government policies and programs related to human security, good governance and security.
- Conceptual and practical familiarity with the fields of conflict transformation, women's empowerment, governance, security, development, environment, or human rights (desirable).

Experience

- Proven experience in NGO office administration, activity and financial monitoring, managing documentation and coordination with multiple stakeholders.
- Proven experience developing and maintaining systematic and transparent records of activities needed to support projects, including financial accountability and their subsequent evaluation.
- Demonstrable experience in dealing with Mindanao civil society organisations and academic institutions in a constructive manner, and being able to handle and resolve conflicts.
- Experience of building relationships with work colleagues that are located at a distance to the job-holder.
- Experience of handling diverse sources of information, and maintaining accessible filing systems that can be easily used by others.
- Experience of travelling, both with Partners and alone, including throughout the Bangsamoro.
- Proven ability to manage and prioritise a diverse and demanding workload and meet deadlines.
- Proven ability to understand and contribute to complex financial budgets (for donors such as the EU or USAID) and the associated workplans (helping others to do the same) and ensuring the demands of Conciliation Resources and its donors are, at all times, met.
- High level of familiarity with, and use of personal security assessment and procedures, when working in hostile and a high-risk environment.
- Good skills with word-processing, spreadsheets, database and email usage including

demonstrable knowledge and use of administrative, financial and information management systems.

Skills and Attributes

- Appreciation of political sensitivity and the complexities of working in a situation of overlapping conflicts.
- Appreciation of issues of confidentiality and handling sensitive information with due care.
- Good communication skills and an ability to communicate complex issues effectively to diverse audiences.
- Excellent numeracy skills and the ability to work with accuracy and high-level attention to detail, able to uphold transparency and accountability mechanisms.
- Ability to meet deadlines, prioritise and re-prioritise tasks and work accurately under pressure.
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach to delivering outputs.
- Requirement to be self-servicing, working on own initiative and manage competing demands.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Willingness to work irregular hours on occasions, and to travel frequently, in particular throughout the Bangsamoro, which will mean time sometime away from family and friends.

December 2017