



TERMS OF REFERENCE

DESIGNATION: PROJECT ASSISTANT for Advanced Manufacturing Workforce Development Alliance (AMDev) Program

Background

Unilab Foundation requires the services of an individual for an anticipated position of Project Assistant in a 5-year project with international donor funding. The goal of the AMDev program is to create a pipeline of high skilled and adaptive (learning) workforce who meets the evolving requirements of the manufacturing sector, through the development of industry-led technical and further education systems with better-defined, harmonized skills and qualifications descriptors, competency and training standards.

The successful applicant will be initially contracted for one year subject to annual contract renewal based on positive performance review.

Purpose

The Project Assistant will report to Deputy Chief of Party and will be part of the AMDev Program Management Team. The main responsibility of this position is to help ensure the effective and efficient development and delivery of AMDev Program's objectives.

Scope of Work

The Project Assistant shall be responsible for the following:

1. Reports directly to the Deputy Chief of Party;
2. Assists IR Lead/s in ensuring quality and on-time delivery of projects through:

Technical: 80%

- a) Preparation of activity documentation including the activity design template, minutes, and databases;
- b) Preparation of correspondences and post-meeting documentation and updating;

Administrative: 20%

- c) Facilitation of IR-specific administrative requirements for program implementation, including but not limited to arrangement of meetings, among others;
- d) Assistance in coordinating with partners, suppliers, and other organizations' counterparts;

- e) Administrative assistance in program planning, implementation, and reporting
- 4. Proactively contributes to day-to-day program implementation and ensure conformity to expected results and work plans; and
- 5. Performs other reasonable tasks and assignments assigned by the Deputy Chief of Party.

Knowledge, Skills, and Qualifications

This position requires a results-driven individual, with

1. Bachelor's degree holder (social sciences, management, or equivalent fields an advantage)
2. Proficiency in English and Filipino, both oral and written;
3. Proficiency in Microsoft tools (e.g., Word, Excel, PowerPoint, etc.) and basic knowledge on online productivity tools;
4. Experience working in an NGO (a competitive advantage);
5. Knowledge of project management methodology and techniques;
6. Experience in interacting with non-government organizations; and
7. Knowledge of social and manufacturing sectors in the Philippines (a competitive advantage).

Selection Criteria:

1. Relevant educational and/or professional degrees and certifications or equivalent professional experience
2. Excellent Oral and Written communication skills.
3. Demonstration of ability to effectively interact with community organizations, government officials, corporate executives, general public, and staff;
4. Demonstrated ability to engage in evidence-based pilot or scaled up interventions;
5. Demonstration of honesty, transparency, and accountability;
6. Demonstration of ethical and critical way of thinking;
7. Demonstrated capacity to effectively communicate via writing, public speaking, and interpersonal interactions;

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line Project Assistant for AMDev. Accepted applicant will be based in Mandaluyong City. This is a fixed-term position.