

TERMS OF REFERENCE

DESIGNATION : PROJECT ASSISTANT

UNIT : PROGRAMS

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose

As a member of the Project Management Team, the Project Assistant will work under the supervision of the Program Director (PD) or the designated Program staff to support the successful planning, implementation, and completion of the project, in line with its objectives, timelines, and budget. The Project Assistant will work closely with the team to facilitate effective project management, including monitoring and documenting project progress, managing available resources, and ensuring deliverables adhere to the required quality standards. S/he will also play a key role in communicating project updates and progress to stakeholders, and in managing relationships with project partners and stakeholders.

Scope of Work

Provide overall support to the Program Director and designated Program staff in ensuring quality and on-time delivery of projects through the following key functions:

1. Project Management and Implementation

- Facilitation of administrative, financial, and logistical needs for program implementation, including but not limited to purchasing, arrangement of meetings, transportation, and accommodation, among others;
- Assistance in coordinating with partners and suppliers to track updates on project deliverables;
- Coordinating with Project Officers for documentation and maintenance of program logs and databases such as, but not limited to, program official documents, risks and issues log, partners database participants database, and suppliers' database;
- Development of reports and correspondences related to projects, as may be assigned;
- Proactively contribute to day-to-day program implementation and ensure conformity to expected results and work plans;
- Perform other reasonable tasks and responsibilities assigned by the Program Director or designated Program staff

2. Team Coordination and collaboration

- participate in organization-wide activities aimed at developing organizational strategic goals and strategies consistent with the ULF mission and capabilities of the team and develop shortrange goals for the assigned program/s;

- coordinate with other team members in documenting the projects' achievements and evidence gathered, alongside other references needed in relation to the organization's M&E efforts; and
- support the conduct of activities of other teams, as may be necessary.

Knowledge, Skills, and Abilities required

1. Bachelor's degree in the social sciences, health-related courses, public administration, or other related fields.
2. Minimum of 3 years demonstrated experience in project administration/implementation support, preferably in a development sector context.
3. Knowledge of project management principles, tools, and techniques, including project planning, monitoring, and evaluation.
4. Attention to detail to ensure accurate and quality outputs.
5. Strong organizational skills to coordinate schedules, activities, and to ensure proper recordkeeping and retrieval of program documents.
6. Excellent written and verbal communication skills for documentation and report writing, and effective collaboration with team members.
7. Proficient in MS Office applications, particularly in data management, reporting, and presentation, facilitating the delivery of high-quality outputs is desirable.
8. Good understanding of programs, policies, trends, challenges, and opportunities related to the programs.

Selection Criteria

1. Relevant educational and/or professional degrees and certifications.
2. Demonstrated relevant professional experience.
3. Demonstrated ability to successfully support projects, showcasing organizational skills in providing activity support, monitoring, and documentation.
4. Demonstrated capability to produce high-quality outputs.
5. Excellent communication skills, both written and verbal.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line **Project Assistant**.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.