



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

To assist the Program Managers/IR Leads in ensuring quality and on-time delivery of projects

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

Date of Employment

ASAP

Duties and Responsibilities:

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

Technical: 70%

- a. Preparation of activity documentation including the activity design template, minutes, and databases;
- b. Preparation of correspondences and post-meeting documentation and updating;
- c. Provide inputs into the activity log sheets for the weekly/monthly highlights

Administrative: 30%

- d. Facilitation of IR-specific administrative requirements for program implementation, including but not limited to the arrangement of meetings, among others;
 - e. Assistance in coordinating with partners, suppliers, and other organizations' counterparts;
 - f. Administrative assistance in program planning, implementation, and reporting;
4. Proactively contributes to day-to-day program implementation and ensures conformity to expected results and work plans; and
 5. Performs other reasonable tasks and assignments assigned by the Deputy Chief of Party.

Qualifications:

1. Bachelor's degree holder (social sciences, industrial engineer, management, or equivalent fields is 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 of online productivity tools;
4. Experience working in an NGO is a competitive advantage;
5. **Preferably with experience working and/or on-the-job training in the manufacturing industry;**
6. Knowledge of project management methodology and techniques is a competitive advantage;
7. Experience in interacting with non-government organizations; and
8. **Experience working, including as OJT, in the Philippine manufacturing sector is a plus**

How to Apply

Please send your updated CV, together with a cover letter, to hr@unilabfoundation.org

The accepted applicant will be based in Mandaluyong City. This is a project-based employment.