

POSITION DESCRIPTION

- A. TITLE OF POSITION** : Program Officer for Advocacy, Marketing and Networking
Type of Position : Supervisory
Reporting Relationships : Directly reports to the DEDPPP and/or the Executive Director as necessary

B. GENERAL DESCRIPTION

- The Program Officer for Marketing, Advocacy, and Networking shall provide technical assistance to the DEDPPP and/or Executive Director along the areas of marketing, advocacy, and networking consistent with the goals, objectives, and outputs of the LCP annual and medium-term plans.

C. DUTIES AND RESPONSIBILITIES

- Implement and spearhead innovative inter-agency linkaging and partnerships among like-minded institutions, their stakeholders, and LCP's international counterparts
- Knowledge Management Content Generation
- Manage and coordinate the production of LCP's institutional publications
- Provide advocacy campaign support strategies and implements quad media component and documentations support in various LCP's thematic issues and projects
- Performs other functions that may be assigned from time to time

D. Qualifications and Requirements

1. Education

- Bachelor's degree in communications or other relevant field (development communications, journalism, public administration, social marketing) relating to development work

2. Experience:

- Three (3) years cumulative experience in various capacities on programs / projects management. Sufficient experience in local governance or dealing with local governments is desirable.

3. Competencies:

Technical

- Strategic partnership
- Program and Project Development
- Problem Solving
- Analytical Skills
- Research Skills
- Report Writing
- Speech Writing
- Work Program Planning
- Procedures Development
- Contract Management
- Records Management
- Monitoring and Evaluation
- Team Facilitation and Coordination
- Diplomacy
- Effective Negotiation

Managerial/Supervisory

- Planning
- Organizing
- Leading
- Controlling

- Decision Making
- Crisis Management
- Conflict Management

Core

- Oral Communication Skills
- Adaptability
- Stress Tolerance
- Customer Service Orientation
- Administrative Efficiency
- Interpersonal Understanding
- Work Quality
- Work Habits and Productivity
- Computer Literacy
- Familiarity with the use of Office Equipment
- Personal values are compatible with organizational work ethics and standards