



## POSITION DESCRIPTION

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| <b>Position Title:</b> | <b>Career Development Specialist (Project Officer)</b> |
| <b>Department:</b>     | Welfare Service  |
| <b>Reports To:</b>     | Project Coordinator                                    |
| <b>Location:</b>       | Manila / Philippines                                   |

The Career Development Specialist provides professional employment and career counselling and planning with a variety of project participants (from vulnerable and disadvantaged groups) utilizing a case management approach. Works with participants to develop an employment action plan with a goal of achieving a long-term attachment to the labour market. Work involves referring participants to employment/career and training programs, the provision of related job search and labour market information, networking with community agencies and promoting employment and career related programs through counselling, presentations and workshops.

### Principal Functions:

1. Provides employment and career counselling to a variety of participants including youth, women, persons with disabilities and other employment disadvantaged persons. Assists clients with the development of a career action plan to obtain a long-term attachment to the labour market.
2. Completes assessments on participants to gather education and employment history and important demographics.
3. Assists participants with interview and job search techniques, resume and cover letter writing.
4. Receives referrals and refers participants to community agencies for services, programs and funding.
5. Advocates on behalf of participants in partnership with the PRC Chapters for employment funding, short term training requests, skills enhancement, etc.
6. Determines beneficiary eligibility for various external programs or opportunities.
7. Prepares and delivers a variety of workshops and presentations related to labour market information, employment readiness skills, and career and employment information sessions.
8. Updates a variety of computer databases with beneficiary information.
9. Liaises and networks with community partners, businesses and various government departments.
10. Monitors ongoing participant interventions and tracks progress.
11. Supports resume writing and conducts labour market research.
12. Monitors budgets related to participants' involvement in career and employment programs and specific program budgets
13. Participates in mock interviews with participants.

14. Participates in career fairs and job expos.
15. Participates in various committees and in the general management of the project, including decision-making forums, presentations, dissemination and reporting.

**Specific Duties and Responsibilities:**

The Career Development Specialist will develop her/his principal functions within the framework of the approved project(s) and funding, working for the accomplishment of results and reaching targets of the project contract(s).

**Reporting and Compliance:**

1. Support timely reporting and updates to senior management, adhering to reporting deadlines.
2. Raise compliance issues proactively with senior management.

**Key Contacts:**

PRC NHQ Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, Associations and Leaders, Spanish Red Cross Delegation and project stakeholders

**Core Values:**

Fast, Flexible, Focused, Forward Looking and Friendly

All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

**Minimum Requirements**

1. Candidate must be a graduate of any 4-year course but preferably in Business Administration, Public Administration, Social Worker, Psychology or related field.
2. Has at least two (2) years' experience in the management and implementation of development programs.
3. Experience working for an international non-profit organization and in back-donor funded project management and implementation will be an advantage.
4. Strong counseling, networking and presentation skills.
5. Possess skills in training, developing and managing people.
6. Experience in handling training and development of training curriculum and syllabus.
7. Excellent oral and written English communication skills.
8. Proficient in computer software programs (e.g. word, excel, powerpoint, internet)
9. Committed, results oriented, and have effective managerial skills.
10. Excellent organizational, interpersonal and communication skills.
11. A team builder with excellent people skills.