

JOB DESCRIPTION TEMPLATE

JOB TITLE : **International Relations Officer – American Red Cross Projects**

ORGANIZATIONAL SCOPE

Department / Section : International Relations and Strategic Partnerships Office (IRSCO)

Reports to : Manager

Supervises : None

BASIC PURPOSE

The International Relations Officer – American Red Cross, generates resources in the forms of logistical, technical manpower and or financial support for PRC through mapping, networking and direct communication to the offices implementing the projects supported by the American Red Cross. The goal is to align and keep track on the progress of the implementation from various implementing offices (emergency and developmental) for the communities implemented by PRC.

MAJOR RESPONSIBILITIES

KEY RESULT AREA	DUTIES AND RESPONSIBILITIES	TIME SPENT Percentage
1. Maps projects	<ol style="list-style-type: none">1. Develops, revises and/or updates tools on an annual basis to capture the progress and status of various projects.2. Maintains background information of the project on a regular basis (quarterly/semiannually/yearly) and safe-keep records of the organizational mandates of the American Red Cross in order to check if ARC share the same goals and values with PRC.	20%
2. Coordinates, networks and engages in partnerships	<ol style="list-style-type: none">1. Builds new relationships and networks with departments/ offices implementing new and/or on-going programs for the communities.2. Promotes to partners the PRC's capacities and resources and as well as services provided to the communities so that partners can better understand the system of the PRC and for them to find ways on how can they support PRC in all its endeavors.3. Engages in sound partnerships by setting-up coordination meetings, attendance in common	30%

	events and activities and providing updates on the activities of PRC.	
3. Proposes relevant and significant activities to partners and enters in formal partnerships	<ol style="list-style-type: none"> 1. Writes sound proposals (which are duly approved by the PRC management) to ARC/ partners focusing on the interests of the partners so that better engagement and active participation can be achieved. 2. Observes a cycle of revision, validation and submission of proposal documents according to the interests of either parties or partners. 3. Pro-actively coordinates with the partners who signified intentions to enter in formal partnerships with PRC in order to support the programs and services for the communities. 	30%
4. Conducts resource mobilization activities	<ol style="list-style-type: none"> 1. Proposes 1 to 2 doable activities on a yearly basis which will result to generation of funds or pledges from prospective partners. 2. Organizes resource mobilization activities duly supported by partners and or stakeholders for the cause of PRC programs and services 	10%
5. Maintains good relationships with existing partners	<ol style="list-style-type: none"> 1. Offers for free any of the services of PRC to the partners supporting PRC on a yearly basis in order for the partners to appreciate our efforts in fostering harmonious relationships and realizing the value of partnerships. This approach is in coordination with the services concerned and must seek the endorsement of the concerned Managers and approval of the top management. 2. Promotes exchange or study visits to ARC to better understand the partners' organizational system and structure. 	5%
6. Performs other workload	<ol style="list-style-type: none"> 1. Performs all other related duties that may be assigned from time to time. 	5%

JOB SPECIFICATIONS

Minimum Education : Tertiary level (college) graduate of any 4-year course
Preferably with background on International Relations and
Project Management

Experience Required : At least with 2 years direct involvement in any community
related project/s.

Competencies :

Core competencies:

- Five F's (Focused, Forward-looking, Fast, Friendly, and Flexible)

Technical competencies:

- Knowledgeable in the activities of the Project Management Cycle
- Professional experience and or involvement in any project/programs skills in developing project design, Gantt chart etc.

Universal competencies:

- Oral and written communication skills
- Knowledge in MS Office applications

Critical competencies:

- Analytical skills
- Listening and feedback skills

Equipment Used : Able to operate basic office equipment such as but not limited
to the following:

- Desktop/laptop computers
- Fax machine
- Telephone units (Landline and Cellular phones)

Working Environment : Office work (90%) and
Field work (10%)

Contacts : Internal:
1. PRC implementing offices (Heads, technical staff and project
management staff)

2. In-country ARC offices (Heads, Representatives and technical staff)
3. Other PRC offices