



POSITION DESCRIPTION

Name:	Position Title : National Project Officer
Department:	Reports To:
Direct Reports:	Location: National Headquarters
Purpose Statement	
To manage the Philippine Red Cross – Health Services’ project implementation, leading and supporting Chapter/NHQ project staff and volunteers in the delivery of PRC services based on the needs of the local target community with a focus on Health Services operations.	
Key Result Area:	Duties and Responsibilities:
Project Management (%)	<ul style="list-style-type: none"> Responsible for the overall implementation and monitoring of the project in accordance with the administrative and financial policies of the PRC, taking into account the collaborative interest of the donor and partners Ensure that all project staff conduct their service and perform their duties in accordance with the standards Monitor the progress in chapter level implementation of all project activities Provide overall direction and support necessary to the project team to allow them to carry out tasks effectively and efficiently Prepare reports on progress, administration, accounts and budgets as required by the chapters, NHQs and donor agencies, through the Chapter Administrator Coordinate meetings for information dissemination and project review requirements Liaise with all key players including National Headquarters offices, chapters and partner organizations during the implementation Ensure the security and confidentiality of all data or information collected by the project Perform as required
Qualifications/Minimum Education: Bachelor’s Degree in Community Development, Disaster Management, Public Administration or related field	
Personal Qualities:	Work Experience & Skills:
<ul style="list-style-type: none"> Capability to develop strong relationships and work effectively with community leaders Ability to make decisions in-line with organizational goals and values Ability to manage multiple tasks Collaborates with team members to 	<ul style="list-style-type: none"> Minimum 1-2 years’ experience as a Philippine Red Cross staff member or volunteer Experience in program development, management and delivery Basic accounting or book keeping experience preferred

achieve shared outcomes <ul style="list-style-type: none"> • Capacity to demonstrate confidentiality on behalf of employees • Deliver a solutions based approach 	<ul style="list-style-type: none"> • Excellent business acumen, reporting and problem solving skills • Leadership and management experience • Excellent written and verbal communication skills • Demonstrated proficiency with applications such as Word, Excel, PPT • Exceptional interpersonal skills, including coaching and training
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine.	Working Environment: Office Based and Field Based
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, Associations and Leaders	
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.	

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date