



JOB DESCRIPTION

Position Title: National Project Assistant	
Department: Disaster Management Services	Reports to:
Direct Reports:	Location: PRC-NHQ
Duties and Responsibilities:	
A. Assists in coordinating and facilitating necessary requirements in the implementation of the project activities at the NHQ and chapters.	
B. Processes the relevant administrative and financial document for procurement, project implementation.	
C. Facilitates the timely allocation and delivery of resources needed for the project implementation.	
D. Checks vouchers and financial expenses and keep record of the transactions and documents based on the PRC protocol.	
E. Ensures and maintains proper and systematic filing system of the project documentation and reports.	
F. To be responsible for general administrative tasks including raising purchase orders and processing of invoices.	
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Bachelor's Degree	
Personal Qualities: <ul style="list-style-type: none"> • Capability to develop strong relationships and work effectively with community leaders • Ability to manage multiple tasks • Collaborate with team members to achieve shared outcomes • Deliver a solutions-based approach • Ability to conduct training 	Work Experience & Skills: <ul style="list-style-type: none"> • Preferably with a minimum 1-2 years' experience as Philippine Red Cross staff member • Must have an excellent oral and written communication skills • Must be able to do his/her task even when unsupervised • Demonstrated proficiency with applications such as Word, Excel, PPT
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine	Working Environment: Office Based/field Based
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners, Local Government Units	
<i>Core Values: Focused, Fast, Friendly, Flexible, and Forward Looking</i>	
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.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date