

CALL FOR EXPRESSION OF INTEREST

Matching Fund Request for Human Rights (Sub-Recipient 2)

Expression of Interest (EOI) Number: TLF-MFRHR-01

Issuance Date: January 11, 2021 (Monday)

Deadline of Submission: January 18, 2021 (Monday)

Call for Expression of Interest for a **PROGRAM MANAGER** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the management and implementation of the Grant, including work planning, reporting, data management, M&E and supervision, training, and financial management;
2. Provide leadership in the development, negotiation and finalization of contracts and project documents;
3. Monitor and evaluate program implementation, results and outcomes, to determine progress towards achieving the stated goals and objectives;
4. Ensure quality periodic reporting on all aspects of the project in line with Global Fund requirements;
5. Ensure the timely submission of all work plans, budgets, reports and disbursement requests to the PR;
6. Coordinate with the LFA;
7. Approve procurement of goods and/or services, as per the Grant's regulations and guidelines.
8. With the FO, arrange for the implementation of the external audit of the financial statements of the PR and ensuring that the audit reports are sent to the LFA;
9. Represent the program where necessary at national and international events;
10. Ensure that the actions specified in management letters from the Global Fund are implemented on time;
11. Follow up on recommendations on the program from the Global Fund, the LFA, the auditor, external evaluators and other relevant authorities;
12. Prevent and protect against conflicts of interest by following the procedures in and complying with the PIM, in accordance with the scope of work and responsibilities.

MINIMUM REQUIREMENTS

- **Education**: At least college degree in health, development studies, behavioral sciences, social sciences, liberal arts, or other relevant courses is preferred. Advance educational degree or units in the above mention courses is an advantage.
- **Work Experience**: Minimum of 5 years of relevant experience in program management related to HIV, Gender, Human Rights and/or Key Populations; Minimum 3 years of experience managing a GF or other donor funded regional grant; Experience working with development agencies highly desirable; Experience working with Civil Society Organizations; Strong Experience in the usage of computers and office software packages (MS Word, Excel, etc);
- **Training Experience**: Preferably with training in organizational management, planning, strategic communication, organizing, and managing relationship.
- **Other Professional Skills**: Proficient in oral and written English business communication; operation of computer and other ICT equipment; and knowledge in the use of most Microsoft Office applications.
- **Other Desirable Qualities**: Willing to work beyond standard working hours; can work with minimal supervision; highly trainable; and can work well with a team.

FAIR HIRING POLICY

TLF SHARE is an equal opportunity employer and highly encourages applicants from the gay, bisexual, and transgender community who have experience in non-profit and community development work.

SUBMISSION PROCEDURE

Interested applicants should submit an expression of interest (EOI) letter and updated CV/resume (with list of character references), via email to [**tlfmanila@gmail.com**](mailto:tlfmanila@gmail.com) on or before January 18, 2021 (Monday), addressed to Mr. Anastacio M. Marasigan Jr., Executive Director, TLF SHARE Collective. Technical review of documents and interview will be facilitated and the most qualified applicant will be contracted by TLF SHARE. Please take note that this is for immediate hiring to be based on Metro Manila,



and contract period is from January 2021 to December 2023 subject to renewal upon evaluation.

All documents and information will be treated with utmost care and confidentiality in compliance with Philippine Data Privacy law.