

COMUNDO works in the field of personal development cooperation (PDC) in 7 countries across Africa, Asia, and Latin America focusing on the exchange of experience and knowledge. By placing co-workers in local partner organizations, not only local partners are strengthened, but also living conditions for the population groups involved in the process are improved. The local partner organizations are Governmental organization, NGO's, Community- and Faith-based organizations. In Switzerland, COMUNDO makes people conscious of global interrelationships and raises awareness among civil society and political decision-makers.

As per April 2018 or upon agreement, we are looking for a
Country Program Manager Philippines (80%)

Mandate

Strategic and operational management of the COMUNDO program in the Philippines within the current thematic areas *democracy and peace*, and *environment*. The work is carried out in close collaboration with the Program Manager in Switzerland. The working place will be Manila, or possibly another location in Northern Luzon.

Duties and responsibilities

- Participate in the development and updating of the country strategy
- Institutional representation of COMUNDO in the Philippines
- Cooperation with local partner organizations, networking, identification of new partners and projects
- Supervise, guide and accompany co-workers: introduction on their arrival in the country; technical and methodological support; ensure the planning, monitoring and evaluation of their work within the programs of partner organizations; handling emergency situations
- Responsible for accounting and reporting of the program
- Ensure a good communication with stakeholders (co-workers, partner organization, head office)
- Organize annual meetings with partners and co-workers in the Philippines

We expect

- Higher education or university degree with experience in international cooperation and previous working experience abroad
- Good knowledge of the Philippines, especially of Northern Luzon
- Strong technical expertise in program management
- High level of English; the knowledge of additional international or local languages is an asset
- Leadership and management skills
- Administrative and organizational skills
- Excellent communication skills, and the ability to mediate in case of conflicts
- High ability to work independently and in intercultural teams
- Analytical and problem solving skills, structured working approach
- Good Microsoft Office (Word, Excel, Power point) and communication (skype, email) application skills
- Willingness to travel regularly within the Philippines

We offer

- Interesting working environment with an ample space for initiative and participation
- Adequate preparation and introduction into the duties and within the organization COMUNDO
- Locally adapted salary and social insurance
- Yearly travel to Switzerland and ongoing formation

Application procedure

For further information www.comundo.org/en or contact the following persons:
 Carolin Schröder, Program Manager Philippines, carolin.schroeder@comundo.org
 Franz Erni, Director Division International, franz.erni@comundo.org

Send your application file (motivation letter, CV, copy of degrees and work certificates) by **February 24, 2018** to personal@comundo.org.