

Philippines Australia Human Resource and Organisational Development Facility (PAHRODF) Alumni Affairs Manager & Senior Project Officer

- Short term contract of up to 5 months, full-time (with possibility of extension)
- Manila, Philippines

The Program

The Philippines-Australia Human Resource and Organisational Development Facility (PAHRODF) is helping to build the foundation of good governance in selected partner organisations to make them more capable of delivering services and effecting positive changes in the Philippines.

The program is doing this by addressing the human resource and business systems needs of organisations, enabling individuals and organisations to make better use of these competencies and systems and sharing experiences and lessons learned. The Facility also manages the Australia Awards and In-Country Scholarship Program (ICSP).

The Facility supports agreed development priorities of the Australian and Philippine governments, in particular to improve education, promote peace and stability, enhance service delivery of local governments and help reduce risks from natural disasters and climate change. Public, non-profit, and private organisations in the Philippines are selected as partners for their capability to deliver shared development priorities as reflected in the country's Statement of Commitment.

Coffey, as the managing contractor for PAHRODF, is currently seeking applications for an **Alumni Affairs Manager & Senior Project Officer**.

The Position

The **Alumni Affairs Manager & Senior Project Officer** will coordinate the overall implementation of strategies and program of support for alumni, they will act as the Facility's key liaison to various alumni members, groups and networks, and other partners including Australian Embassy Agencies, ANZCHAM and Australian Universities. They will be responsible for the development, promotion and implementation of the Alumni Small Grant Scheme, and monitor and evaluate projects/activities funded under this program.

The Person

The ideal candidate will have significant experience in public relations, promotion and/or marketing, and events organising coupled with demonstrated links to various public and private sector networks. They will have proven ability to be creative, write well-structured reports, feature stories and public relations material, possessing a high degree of organisational and administrative skills.

This position is open to Philippines nationals only.

How to Apply

For a detailed job description see www.coffey.com/careers using job reference number: **493602**

If you would like additional information regarding the program or have any queries, please contact internationaldevelopment@coffey.com.

Applications close: **5.00pm (local time) 27 June 2016**.

Coffey has a 40 year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.