

Job Title:	Programme Assistant
Dept/Field Office:	Programme
Reports To:	Deputy Programme Manager
Staff Supervised:	NA
Location:	Cotabato City

Purpose

The role of the Program Assistant is to support all the projects of NP Programs. Specifically, s/he will support the Deputy Programme Manager in capturing all data and reports from field teams. S/he will ensure all daily monitoring on civilian protection and conflict situation report are documented in database system. S/he will support M&E officer in recording, analysis and generation of quantitative and qualitative data to support reporting and documentation requirements for all program departments.

Key Tasks and Responsibilities

Data Encoding and Reporting

- Accurately and efficiently encode all data from the weekly reports of field teams
- Consolidate and submit CPC Reports to DPM for submission to CPC Secretariat
- Confirm that entered data accurately aligns with original documentation
- Assure files are properly prepared and saved to backup drives
- Transcribe, scan or photocopy hard copy documents and forms as needed
- Organize files in a logical and manageable fashion
- Input, track, and maintain all encoded data and records.
- Maintain report logs (filing system) of in-progress and/or completed work
- Organize and maintain original paper evidence. (in-coming and out-going communications)
- Monitor online news sources for key issues/articles related to security and peace processes where NP is working.

Support Monitoring and Evaluation

- Support M&E in the data collection and analysis
- Support the M&E Officer in conducting training activities/data gathering for field teams

Duties Applicable to All Staff

- Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
- Abide by and work in accordance with Nonviolent Peaceforce values and principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Qualifications Requirements

Education

- Bachelor's Degree in Information Management, Administration, Computer Science, Communication or other relevant academic background (essential)

Experience

- Minimum of 1 to 2 years office experience and in development/non-governmental organizations (preferred)
- Experience in project support, at any humanitarian/developmental organizations or involvement in communications capacity
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Experience with financial management is an advantage

Skills and Competencies

- Polished verbal and written communication skill
- Excellent typing skill
- Familiarity with Microsoft Offices including customized databases
- Able to work and communicate with a diverse group of people of various nationalities and cultural backgrounds
- Comfortable working in teams as well as acting independently in the implementation of specific tasks, multitasking and prioritizing, working under pressure and meeting deadlines

