



VACANCY ANNOUNCEMENT

Programme Assistant
Mindanao, Philippines
(Open only to Philippine Nationals)

Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath. NP implements programming through the deployment of civilian protection teams to the field.

We are seeking highly experienced and motivated **Programme Assistant** who will provide technical and administrative support to the Deputy Programme Manager. On the whole, she/he will be primarily tasked in capturing all data and reports from field teams, documenting in data base system daily monitoring reports on civilian protection and conflict situations as well as extend support to the M & E Officer in the recording, analysis and generation of quantitative and qualitative data in aid of reporting and documentation requirements for all program departments.

Minimum of 1 – 2 years relevant work experience required and in development/non-governmental organization (preferred). She/he should possess a Bachelor's Degree in Social Sciences, Administration, Information Management or other relevant academic preparation. The position is open only Philippines nationals.

For more information about NP and its work, as well as the full job profile of the position, please go to NP's website: www.nonviolentpeaceforce.org

APPLICATION DEADLINE: Applications will be accepted and processed up to **15 April 2019 COB**. Interested candidates who fulfill the required qualifications are asked to send their Curriculum Vitae, with a Cover Letter explaining their motivation to apply and three (3) references by e-mail, addressed to:

Delsy Ronnie, Country Director at hrm-npp@nonviolentpeaceforce.org

As we receive hundreds of applications for each position, only those selected for an interview will be personally contacted.

Thank you for your interest in Nonviolent Peaceforce.