

POSITION DESCRIPTION

- A. TITLE OF POSITION** : Program Officer for Advocacy, Marketing and Networking
- Type of Position** : Supervisory
- Reporting Relationships** : Directly reports to the DEDPPP and/or the Executive Director as necessary
- Coordination** : Program Officers and the Records and Documentation Officer

B. GENERAL DESCRIPTION

- The Program Officer for Marketing, Advocacy, and Networking shall provide technical assistance to the DEDPPP and/or Executive Director along the areas of marketing, advocacy, and networking consistent with the goals, objectives, and outputs of the LCP annual and medium-term plans.

C. DUTIES AND RESPONSIBILITIES

- Implement and spearhead innovative inter-agency linkaging and partnerships among like-minded institutions, their stakeholders, and LCP's international counterparts
- Knowledge Management Content Generation
- Manage and coordinate the production of LCP's institutional publications
- Provide advocacy campaign support strategies and implements quad media component and documentations support in various LCP's thematic issues and projects
- Performs other functions that may be assigned from time to time

D. Qualifications and Requirements

1. Education
 - Bachelor's degree in communications or other relevant field (development communications, journalism, public administration, social marketing) relating to development work.
2. Experience:
 - Three (3) years cumulative experience in various capacities on programs / projects management. Sufficient experience in local governance or dealing with local governments is desirable.
3. Competencies:
 - Technical
 - Strategic partnership
 - Program and Project Development
 - Problem Solving
 - Analytical Skills
 - Research Skills
 - Report Writing
 - Speech Writing
 - Work Program Planning
 - Procedures Development
 - Contract Management
 - Records Management
 - Monitoring and Evaluation
 - Team Facilitation and Coordination
 - Diplomacy
 - Effective Negotiation
 - Managerial/Supervisory
 - Planning
 - Organizing

- Leading
 - Controlling
 - Decision Making
 - Crisis Management
 - Conflict Management
- Core
- Oral Communication Skills
 - Adaptability
 - Stress Tolerance
 - Customer Service Orientation
 - Administrative Efficiency
 - Interpersonal Understanding
 - Work Quality
 - Work Habits and Productivity
 - Computer Literacy
 - Familiarity with the use of Office Equipment
 - Personal values are compatible with organizational work ethics and standards

E. SUPERVISORY RESPONSIBILITY: Junior Program Officer