



COORDINATOR, OFFICE & DATA

National Aftercare Development

Based in Manila reporting to the Director, Aftercare Development

The Need

For 25 years, International Justice Mission (IJM) has pioneered the work to protect vulnerable people from violence. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Coordinator, Office and Data, National Aftercare Development. S/He supports communication and critical activities of the Aftercare team. S/He ensures effective workflow and alignment within the team by creating processes and systems that enhance the team's operations. Responsibilities also include organizing and processing data for better and more informed decisions.

Responsibilities

Networking and Partnerships

- Support the team in connecting and coordinating with partners for meetings and training.
- Support meetings and events with partners.

Communication

- Actively coordinate with the aftercare team members and national and field office teams for information or data needed in accomplishing reports.
- Assist the team in communications such as emails, drafting letters, texts, or call, when needed.
- Maintain an efficient workflow and effective communication system within the aftercare team.

Documentation, Reporting and Data Management

- Prepare and submit required monthly and quarterly reports.
- Draft annual accomplishment report to the Department of Social Welfare and Development (DSWD).
- Collect and track standardized aftercare indicators and KPIs.
- Conduct a regular review of aftercare entries in JDS related to restoration and closure data.
- Enter and manage relevant data in JDS.

Administration and Logistics

- Assist the team in the proper scheduling of meetings and activities both internally and externally.
- Assist the team in arranging a venue/place needed for meetings and events.
- Assist the team in booking a flight and arranging a vehicle for travel.
- Help process requests for cash advances.
- Support the team during a rescue operation.

General Tasks

- Participate in IJM's spiritual formation, staff care, and professional development programs.

Requirements:

- Bachelor's degree in business management, or business administration, and other social science related courses
- Experience in office management is preferred.
- Minimum of 3 years' experience as project coordinator or project manager
- With experience in facilitating meetings, planning and schedule management.
- Good communication and interpersonal skills
- Strong organizational and multi-tasking skills
- With excellent analytical and problem-solving skills
- Team management and leadership skills
- Proven capacity of documentation management and ability to use project management tools
- Proven capacity of time management with the ability to meet deadlines

Critical Qualities:

- Mastery of Word, Excel, PowerPoint, zoom apps, and other meeting/training platforms
- Good oral and written communication in English
- Ability to meet deadlines and manage tasks in a fast-paced work environment
- Problem solving
- Time management
- Scheduling
- Budget and activity planning and monitoring
- Preparing and consolidating reports
- Verbal and written communication skills
- People skills
- Data analysis

Application Process:

Please send your updated resume and cover letter in one PDF document with subject line: Coordinator, Office & Data: Your Name to phpeoplesupport@ijm.org on or before 6 April 2024.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy and Code of Conduct. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasis to assessing the candidates value congruence and thorough background, police clearance and reference check processes.

