



Project Officer, Cebu Aftercare Development (Fixed-term)

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Project Officer to support the Cebu Aftercare Development. Under the direction of the Head of Cebu Aftercare Development, the Project Officer is responsible for implementing project-related activities in select areas of Visayas and Mindanao. The Project Officer will carry out the activities related to the Network of Care to make it functional. The Project Officer will also work closely with the Mindanao Foster Care Working Group in carrying out its strategic plan to enhance foster care services for the survivors of OSEC. Further, the Project Officer will also assist in organizing training for partners. This position will support the regional focal social worker in the engagement with the regional offices of the Department of Social Welfare and Development, Local Government Units, and other private service providers located in their area of assignment to utilize existing policies and standards, drive innovations and reforms that raise the standards of reintegration services for OSEC survivors and their active participation in decision making and programming that affect them.

This position is based in Cebu and reports to the Head, Aftercare Development Cebu. Contract duration: October 2024 to May 2026

Responsibilities:

Strategy & Knowledge Development & Implementation

- In collaboration with the Head of Aftercare, Project Coordinator, and CPO Aftercare team, facilitate the timely delivery of the different project activities;
- Ensure that the implementation of the project activities and services are aligned with the Aftercare Unified Strategy 2023-2025 and Westpac logframe;
- In coordination with the regional focal social worker and other significant stakeholders, carry out the Mindanao Foster Care Working Group-related activities;

- Work with the regional focal social worker, relevant teams in IJM and other significant stakeholders in designing and building a functional network of care that is responsive to the reintegration needs of OSEC survivors and their families;
- Facilitate critical coordination and meetings relative to the Network of Care and FCWG
- Advocate to LGUs and other relevant government and non-government for the sustainability of the Network of Care and services for OSEC survivors; and
- Maintain and track project management calendar for fulfilling each goal and objective.

Networking and Partnership

- Collaborate with partners in establishing and carrying out activities with the network of care in addressing the reintegration needs of OSEC victim/survivor and their families;
- Work with the IJM teams like Local Activation and Partnerships in enhancing the Network of Care;
- Convene and facilitate relevant meetings and consultations with partner agencies; and
- Represent Cebu Aftercare in coalition and stakeholder meetings and conferences.

Policies and Procedures

- Draft proposals for the conduct of activities related to the development of network of care for the reintegration of OSEC survivors and their families; and
- Participate in Technical Working Groups and efforts for the formulation of guidelines related to the development of a network of care for the reintegration of OSEC survivors and their families;

Training and Development

- Support capacity building activities related to network of care for the reintegration of OSEC survivors and their families;
- Participate in trainings designed to capacitate implementers of the Westpac 2.0 supported project; and
- Serve as resource person in training activities related to network of care for reintegration.

Research, Program Management and M&E

- Support the research team in the mapping and other research-related activities in the assigned region;
- Participate in meetings, consultations, and dialogues to monitor and evaluate the project;
- Work with the Project Coordinator and Grants Team for periodic site visits;
- Monitor project progress and handle any issues that arise; and
- Participate in the program review and mid-term assessment.

Documentation, and Data Management

- Prepare documentation of all activities and events related to the establishment of a network of care for the reintegration of OSEC survivors and their families, and Foster Care Working Group in Mindanao;
- Ensure timely data entries and updates in the JDS and other monitoring tools;
- Prepare relevant reports and ensure timely submission; and
- Support and provide Westpac 2.0 project inputs to Aftercare regular monthly and quarterly reports.

Qualifications:

- Graduate of any bachelor's degree;
- At least 2 years of relevant coordination and administrative experience;
- At least 2 years of work experience involving varied government partners; and
- At least 1 year of work experience involving data management.

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Good communication skills – Both oral and written communications;
- Event organizing and coordination skills;
- Technology skills – Proficient in the use of MS Word, Excel, Powerpoint, Outlook, internet applications and similar functions;
- Strong interpersonal and relationship-building skills;
- Fluent and has good command of the English Language;
- Strong service ethic and passion to help people suffering injustice;
- Organized, detail-oriented, and disciplined with priorities;
- Excellent interpersonal skills and adapts to different personalities and group dynamics;
- Patient, flexible, and persistent;
- Unfailing integrity and honesty;
- Effective team player and leader;
- Works well under stress and minimal supervision;
- Punctual, manages time and resources effectively;
- Professional, diplomatic, and mature in judgment and demeanor;
- Able to work effectively and appropriately in a cross-cultural setting;
- Able to maintain confidentiality of sensitive information;
- Able to develop creative solutions to complex problems; and
- Maintains a growth mindset.

Application Process:

Please submit your updated Resume, Cover Letter, and Statement of Faith* in one PDF document to phpeoplesupport@ijm.org on or before 4 October 2024.

****What is a statement of faith?***

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

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 Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.

IJM requires a background check, police clearance and thorough review of references with an employment offer and/or employment contract.