



Sr. Aftercare Assistant, Cebu

IJM

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 Sr. Aftercare Assistant, Cebu to provide high-quality administrative, clerical, IT, and other technical support to the Head of Aftercare, National Aftercare Development, other departments in Cebu Program Office, other Aftercare staff, and partners to ensure efficient workflow and smooth conduct of trainings and other capability building activities conducted by Aftercare team.

This position is based in Cebu Philippines and reports to the Head of Aftercare Development. Fixed term contract from June 2024 to June 2026.

Responsibilities

- Draft correspondence and reports for the Cebu HOA in support of the periodic reportorial requirements of the office as well as various IJM projects such as CPC, Westpac, EU, JTIP, etc;
- Keep track of HOA schedules and coordinate meetings and events for the HOA;
- Keep track of Aftercare calendar and ensure that activities are well-coordinated and planned;
- Support the logistical preparations of aftercare-led events such as travel arrangements, processing of relevant finance forms, and preparation of necessary materials needed for aftercare meetings and events;
- Provide IT and technical support to the Aftercare team, NAD, and other departments in the conduct of online and hybrid trainings and other events;
- Provide coaching and consultation to AC team in using online platforms for meetings, trainings, and other events;
- Ensure thorough and accurate documentation of aftercare events and deliverables in JDS Workday, and other online tools developed by the National Aftercare Development;
- Monitor data entries of the Aftercare social workers and other Aftercare staff and ensure accuracy, consistency, and timeliness of entries;

- Consolidate required information necessary in tracking standardized aftercare indicators, and measuring aftercare outcomes;
- Develop and maintain a database of local aftercare partners in Visayas and Mindanao for the tracking of the network of care for OSEC survivors in coordination with Aftercare social workers and Local Activation;
- Support partner engagement, training, and capacity building activities;
- Assist and support the Aftercare team in tracking and monitoring dashboard targets and ensure that these are reported on time;
- Assist and support the Aftercare team in identifying specific needs and gaps in the aftercare system especially shelters and facilities;
- Provide timely and effective assistance to the AC team during rescue operations;
- Prepare case file audit report and other data required by DOA in supervising and monitoring AC social workers;
- Monitor and track AC staff attendance, absences, daily itinerary, etc. to ensure accurateness of time sheets;
- Provide assistance and support to other departments when and if needed;
- Purchase training equipment and gadgets for use by Aftercare staff and ensure that these equipment and gadgets issued to Aftercare are in good working order, logged out, and placed in safekeeping when not in use;
- Assist the DOA and other AC staff in preparing training presentations as requested;
- Participate in IJM's spiritual formation and professional development programs such as stillness/quiet time, community prayer time, team meetings, trainings, and other team member development and team building activities;
- Actively participate in all other office activities; and
- Perform other related duties and tasks as assigned by the Immediate Superior.

Qualifications:

- Graduate of any related course, preferably Business Management, Business Administration, and other Social Science related course; and
- At least 4 hours of related training like office management, data management, interpersonal skills, communication skills, event planning, budget planning, etc.

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- High level of proficiency in MS Word, Powerpoint and Excel;
- Good oral and written communication in English and Filipino/Cebuano;
- Ability to meet deadlines and manage tasks in a fast-paced work environment;
- Data analysis;
- High level of proficiency in using zoom/google meets, Teams, and other online platforms audio/video controls, etc;
- Problem solving;
- Time management;
- Scheduling;
- Budget and activity planning and monitoring;
- Preparing and consolidating reports;
- Verbal and written communication skills; and
- People skills.

Application Process:

Please submit your updated resume and cover letter in one PDF document to phpeoplesupport@ijm.org on or before May 25, 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 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.