VACANCY ANNOUNCEMENT – PROJECT COORDINATOR

A2D Project – Research Group for Alternatives to Development, Inc. is a non-profit organization committed to promoting inclusive, equitable, and sustainable development, particularly among marginalized and vulnerable communities in the Philippines. Through community-based initiatives, capacity development, research and documentation, advocacy, referral and linkages, and humanitarian assistance and disaster response, A2D works with communities, civil society organizations, government institutions, and development partners to advance social inclusion, resilience, and sustainable change.

In preparation of a funding opportunity for our new project, we are looking for enthusiastic, experienced and highly motivated individuals to fill this position. **Hiring is contingent upon the successful award of the project.**

POSITION DETAILS

- **Position Title:** Project Coordinator
- **Employment Status:** Project-based
- **Project Areas:** Madridejos, San Remigio, Medellin, and Daanbantayan in northern Cebu, Philippines
- **Contract Duration:** 3 years with possibility of extension
- **Salary and Benefits:** Competitive compensation commensurate with qualifications and experience
- **Number of Vacancies:** 1
- **Application Deadline:** November 15, 2026

PROJECT SUMMARY

Project Title:

Strengthening Climate Action and Social Entrepreneurship in Coastal Cebu with leadership of persons with disabilities

The project will be implemented in 10 island and coastal barangays in Madridejos, San Remigio, Medellin, and Daanbantayan in northern Cebu, Philippines. These communities face geographic isolation, limited transport access, scarce employment opportunities, and fragile coastal ecosystems. Livelihoods primarily depend on small-scale fishing, fish drying, seasonal fishing-related work, and informal businesses, with particularly limited opportunities for persons with disabilities.

The area is highly vulnerable to typhoons, coastal flooding, storm surges, earthquakes, coastal erosion, and declining fish stocks. Recent disasters and changing weather patterns have damaged infrastructure, housing, and fishing livelihoods, increasing household vulnerability and dependence on natural resources. These challenges highlight the need for inclusive, climate-resilient, and sustainable livelihood opportunities, particularly for persons with disabilities and other vulnerable community members.

POSITION SUMMARY – PROJECT COORDINATOR

The Project Manager is responsible for the overall implementation, coordination, and management of the project under A2D Project – Research Group for Alternatives to Development, Inc. The position ensures that project activities are delivered effectively, efficiently, and in accordance with approved project objectives, work plans, budgets, donor requirements, and organizational policies. The Project Manager provides overall supervision and quality assurance of project implementation, leads coordination with project staff and partners, and ensures timely and accurate reporting to donors and relevant stakeholders.

In coordination with A2D management and the Monitoring, Evaluation, Accountability, and Learning (MEAL) focal person, the Project Manager ensures that project monitoring, evaluation, accountability, and learning activities are properly planned and implemented. The position also oversees the development and delivery of capacity-strengthening initiatives for local stakeholders, including local government units (LGUs), organizations of persons with disabilities (OPDs), civil society organizations (CSOs), community leaders, and other relevant partners. Furthermore, the Project Manager facilitates stakeholder engagement, partnership building, and collaboration to advance disability-inclusive development, sustainable livelihoods, disaster risk reduction (DRR), and climate change adaptation (CCA) in the target island and coastal communities of northern Cebu.

DUTIES AND ESSENTIAL JOB FUNCTIONS

1. Project Management and Delivery

1.1 Leadership and Oversight

- **L**ead and supervise the project team in implementing project activities in accordance with approved objectives, work plans, budgets, donor agreements, and A2D Project policies and procedures.
- Ensure the quality, timeliness, and effectiveness of project implementation and the achievement of agreed outputs, outcomes, and targets.
- Coordinate with A2D management, project staff, partners, and relevant stakeholders to address implementation challenges and ensure project objectives are achieved.

1.2 Project Planning

- Engage local government units (LGUs), organizations of persons with disabilities (OPDs), civil society organizations (CSOs), community leaders, and other stakeholders to ensure that project activities respond to community needs and local development priorities.
- Develop and oversee the implementation of detailed project work plans, activity schedules, budgets, and resource allocation plans.
- Develop appropriate strategies and implementation approaches to achieve project objectives, outcomes, and outputs, particularly in inclusive and sustainable development, livelihood enhancement, disability inclusion, disaster risk reduction (DRR), and climate change adaptation (CCA).

- Review and update project plans based on implementation progress, community feedback, emerging needs, and changing conditions.

1.3 Team Management

- Assign responsibilities and supervise project personnel to ensure effective implementation of project activities.
- Provide technical guidance, coaching, mentoring, and performance feedback to project staff.
- Promote teamwork, accountability, professional development, and adherence to A2D's organizational values and policies.

1.4 Capacity Strengthening

- Oversee the design and implementation of capacity development activities for community leaders, LGUs, OPDs, CSOs, and other project stakeholders.
- Ensure that training programs, workshops, mentoring, and coaching activities are participatory, inclusive, accessible, and responsive to identified capacity needs.
- Facilitate knowledge sharing and the application of learning to strengthen community participation, organizational capacity, livelihood development, and disaster resilience.

1.5 Risk Management

- Identify, assess, and monitor operational, financial, programmatic, environmental, and safeguarding risks that may affect project implementation.
- Develop and implement appropriate risk mitigation measures in coordination with A2D management, project staff, and relevant partners.
- Promptly report significant risks and implementation challenges and recommend appropriate corrective actions.

1.6 Quality Assurance and Accountability

- Establish and monitor quality assurance measures to ensure that project activities and deliverables meet agreed standards, objectives, and donor requirements.
- Ensure the establishment and implementation of accessible feedback, complaints, and response mechanisms for project participants and stakeholders.
- Ensure that community feedback and complaints are documented, addressed appropriately, and used to improve project implementation.
- Promote transparency, participation, accountability, and safeguarding throughout the project cycle.

2. Communication, Coordination, and Partnership Building

2.1 Representation and Relationship Building

- Represent A2D Project in project-related meetings, consultations, coordination activities, and other relevant events, as authorized by management.
- Establish and maintain productive working relationships with LGUs, OPDs, CSOs, community-based organizations, donors, development partners, and other stakeholders.
- Promote partnerships and collaboration that support inclusive development, sustainable livelihoods, humanitarian assistance, DRR, and CCA.

2.2 Coordination and Information Sharing

- Facilitate regular internal project meetings and external stakeholder coordination meetings.
- Ensure timely and effective communication among project staff, management, partners, and community stakeholders.
- Coordinate with relevant government agencies, networks, and organizations to strengthen project implementation and avoid duplication of activities.

2.3 Project Visibility and Communications

- Coordinate with A2D management and relevant personnel in developing and implementing a project communication and visibility plan.
- Ensure the preparation and dissemination of appropriate project information, success stories, photographs, case studies, and other communication materials, subject to informed consent, confidentiality, safeguarding, and donor requirements.
- Ensure that A2D and donor visibility requirements are observed in project activities and communication materials.

3. Reporting, Monitoring, Evaluation, Accountability, and Learning (MEAL)

3.1 Project Reporting

- Lead the preparation and timely submission of narrative, technical, and other project reports in accordance with donor agreements and reporting schedules.
- Consolidate reports from project staff and partners and ensure the accuracy, completeness, and quality of submitted information.
- Document project achievements, challenges, lessons learned, good practices, and recommendations for improvement.

3.2 MEAL Planning and Implementation

- Coordinate with the designated MEAL personnel to develop and implement the project's MEAL plan, indicators, data collection tools, and reporting mechanisms.
- Ensure that monitoring, evaluation, accountability, and learning activities are integrated into project planning and implementation.

- Promote meaningful participation of project participants, particularly persons with disabilities and other marginalized groups, in monitoring and feedback processes.

3.3 Progress Monitoring and Learning

- Monitor project progress against approved work plans, indicators, targets, timelines, and expected outcomes.
- Conduct regular project reviews and use monitoring data, assessments, and stakeholder feedback to identify implementation gaps and recommend corrective actions.
- Facilitate learning sessions and document lessons that can improve project effectiveness, sustainability, and organizational practice.

4. Financial and Budget Management

4.1 Budget Planning and Monitoring

- Develop and monitor the project budget in coordination with A2D management and the Finance and Administration personnel.
- Track project expenditures against approved budget allocations and ensure that funds are utilized efficiently and for their intended purposes.
- Review budget utilization, prepare financial forecasts, and recommend adjustments when necessary, subject to appropriate approval.
- Ensure that project expenditures are supported by complete documentation and comply with donor requirements and A2D financial policies and procedures.

4.2 Financial Accountability and Approvals

- Review activity budgets, expense reports, liquidation documents, and requests for project-related expenditures within the limits of delegated authority.
- Coordinate with Finance and Administration personnel to ensure timely financial reporting, liquidation, and reconciliation.
- Ensure compliance with internal financial controls, procurement procedures, and the segregation of duties.
- Immediately report suspected irregularities, unauthorized expenditures, or financial risks through appropriate organizational channels.

5. Other Responsibilities

5.1 Humanitarian Assistance and Disaster Response

- Support the planning and coordination of humanitarian assistance and disaster response activities when required and within the project's scope and A2D's mandate.
- Ensure that emergency response activities promote inclusion, accountability, protection, and the meaningful participation of affected communities.

5.2 Consultant and Partner Management

- Assist in identifying, recruiting, and supervising consultants, trainers, service providers, and technical experts as necessary, in accordance with A2D procedures.
- Monitor the quality and timeliness of consultancy outputs and ensure that deliverables meet agreed terms of reference and project requirements.
- Coordinate with implementing partners to ensure that project activities are delivered according to approved plans, agreements, and quality standards.

5.3 Other Related Duties

- Undertake other project-related responsibilities assigned by the Executive Director or authorized supervisor, consistent with the position's functions and organizational objectives.
- Contribute to organizational learning, program development, resource mobilization, and the development of project proposals when required.

6. Compliance, Safeguarding, and Organizational Accountability

- Comply with A2D's Code of Ethics, safeguarding policies, child and vulnerable adult protection measures, anti-fraud and anti-corruption policies, financial and administrative procedures, data privacy requirements, and other applicable organizational policies.
- Promote a safe, respectful, inclusive, and non-discriminatory working environment for staff, partners, volunteers, and project participants.
- Ensure that project activities uphold the dignity, rights, safety, and meaningful participation of persons with disabilities, women, and other marginalized or vulnerable groups.
- Maintain confidentiality and ensure the responsible collection, storage, use, and sharing of project information and personal data.
- Report safeguarding concerns, suspected misconduct, fraud, abuse, or other policy violations through A2D's established reporting mechanisms.
- Demonstrate professionalism, integrity, transparency, accountability, and commitment to A2D Project's mission, vision, and organizational values.

QUALIFICATIONS AND REQUIREMENTS

FOR PROJECT COORDINATOR

1. Education

- A bachelor's degree in Social Sciences, Community Development, Development Studies, Business Administration, Public Administration, Environmental Studies, or other related fields.
- A postgraduate degree or relevant professional training in project management, development work, disaster risk reduction, climate change adaptation, or inclusive development is an advantage.

2. Experience

- At least five (5) to seven (7) years of relevant professional experience in project management, community development, program implementation, or related development work.
- Demonstrated experience in planning, implementing, monitoring, and evaluating development projects, including the preparation of work plans, budgets, and donor reports.
- Experience in capacity development, training facilitation, and organizational strengthening for local government units (LGUs), civil society organizations (CSOs), community-based organizations, and organizations of persons with disabilities (OPDs).
- Experience working with coastal and island communities, marginalized groups, and vulnerable populations is an advantage.
- Proven experience coordinating and collaborating with government agencies, development partners, donors, CSOs, OPDs, and other relevant stakeholders.
- Experience in disability-inclusive development, sustainable livelihoods, disaster risk reduction (DRR), climate change adaptation (CCA), humanitarian assistance, or community resilience programs is highly desirable.
- Experience in budget monitoring, financial accountability, risk management, and donor compliance.

3. Skills and Knowledge

a. Project Management: Demonstrated knowledge of project planning, implementation, monitoring, evaluation, budget management, and achievement of project targets.

b. Inclusive and Sustainable Development: Understanding of social inclusion, disability rights, gender equality, community participation, and rights-based development approaches.

c. Disaster Risk Reduction and Climate Change Adaptation: Knowledge of DRR, climate resilience, anticipatory action, environmental sustainability, and humanitarian response.

d. Community Development and Livelihoods: Familiarity with participatory community development, sustainable livelihood initiatives, and strategies for strengthening the resilience of vulnerable households.

e. Capacity Development: Ability to design, facilitate, and evaluate training, workshops, mentoring, and coaching activities for diverse stakeholders.

f. Monitoring, Evaluation, Accountability, and Learning (MEAL): Knowledge of project indicators, data collection, results monitoring, accountability mechanisms, documentation, and learning processes.

g. Reporting and Documentation: Excellent skills in preparing narrative reports, activity reports, project documentation, case studies, and other required project deliverables.

h. Financial and Administrative Management: Ability to monitor project expenditures, review budgets, maintain supporting documentation, and ensure compliance with organizational procedures and donor requirements.

i. Communication and Coordination: Strong written and verbal communication skills and the ability to establish productive relationships with communities, partners, government institutions, and other stakeholders.

j. Leadership and Team Management: Ability to supervise staff, delegate responsibilities, provide coaching and mentoring, resolve conflicts, and promote teamwork and accountability.

k. Organizational and Time Management: Strong planning, prioritization, and organizational skills to manage multiple activities, deadlines, schedules, and resources effectively.

l. Computer Proficiency: Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint, and familiarity with digital tools for project monitoring and reporting.

m. Problem-Solving and Adaptability: Ability to identify implementation challenges, assess risks, develop practical solutions, and adapt to changing project and community needs.

n. Safeguarding and Accountability: Understanding of safeguarding, protection, confidentiality, data privacy, anti-fraud and anti-corruption principles, and accessible feedback and complaints mechanisms.

o. Partnership Building: Ability to facilitate collaboration among LGUs, OPDs, CSOs, community leaders, donors, and other development stakeholders.

4. Language Proficiency

- Excellent written and spoken English.
- Proficiency in Filipino and/or Cebuano is an advantage, particularly for community engagement and coordination with local stakeholders in Cebu.

5. Travel and Fieldwork

- Willingness and ability to travel regularly to project sites, including island and coastal communities in northern Cebu.
- Ability to conduct fieldwork and engage directly with community members, local government representatives, OPDs, CSOs, and project partners.
- Willingness to work in geographically remote areas and adapt to field conditions and project implementation requirements.

6. Personal Attributes and Commitment

- Demonstrates integrity, professionalism, accountability, and respect for diversity.
- Committed to A2D Project's mission of promoting inclusive, equitable, and sustainable development.
- Values community participation and the meaningful involvement of persons with disabilities and other marginalized groups.
- Able to work independently and collaboratively in a multicultural and multidisciplinary environment.
- Demonstrates sensitivity to local contexts, community needs, and the protection and dignity of project participants.

HOW TO APPLY

Qualified and interested applicants are invited to submit the following documents:

1. Updated curriculum vitae or résumé;
2. Application letter stating their interest and qualifications for the position; and
3. Other relevant documents, if required.

Please submit your application through:

Email: info@a2dproject.org
Subject Line: Application for Project Coordinator – [Applicant's Full Name]
Deadline: November 15, 2026

Only shortlisted applicants will be contacted for further assessment and interview.

OUR COMMITMENT TO EQUAL OPPORTUNITY

A2D Project is committed to fostering an inclusive, respectful, and non-discriminatory working environment. We encourage qualified applicants, including women, persons with disabilities, and individuals from marginalized and underrepresented communities, to apply.

We value diversity, integrity, professionalism, accountability, and a strong commitment to community-led development.

Be part of A2D Project and help build inclusive, resilient, and sustainable communities!