

Terms of Reference

Position Title: Project Coordinator	
Line Management Responsibility	
Budget Responsibility	Project budget lines
Reporting To:	Executive Director
Job family	Community Development Programme
Contract ends:	
Base of Operation	
Hours of work	
Compensation (2016)	
<p>Job Purpose:</p> <p> ℵ To provide leadership, direction, oversight and management to BAN Toxics’ development program and strategy, and ensure its functionality and effectiveness in accordance with BAN Toxics’ mission, vision and goals</p>	
<p>Key Responsibilities:</p> <p>Management</p> <ul style="list-style-type: none"> ℵ Lead in developing BT’s development program and strategies, including the Community Development Program, towards deeper engagement in achieving sustainable development goals in accordance with BAN Toxic’s mission, vision and goals ℵ Provide direction and oversight in planning, implementation, review and development of the ASGM Programme ℵ Lead, manage and motivate the CB/CD team, ensuring team cohesiveness, functionality and effectiveness , including supporting learning and capacity building of CD/CB staff ℵ Guide, help develop and implement program and project monitoring, evaluation, reporting and learning systems ℵ Set directions and lead in establishing, building and maintaining links and relationships for BT’s community development program ℵ Participate and contribute to management team meetings and deliberations ℵ Contribute to overall BT program and policies development <p>Communication and campaigns</p> <ul style="list-style-type: none"> ℵ Prepare and deliver reports and presentations and help develop a variety of other communication products on BT’s development interventions for advocacy and for strategic positioning of BAN Toxics in national and international chemicals management networks <p>Fundraising</p> <ul style="list-style-type: none"> ℵ Identify funding opportunities for BT’s advocacies and programs ℵ Develop and implement products and projects, and activities, that attract and help realize funding opportunities for BT’s advocacies and programs <p>Financial</p> <ul style="list-style-type: none"> ℵ Overall responsibility for budgeting for BT’s development program, monitoring and managing expenditures towards ensuring efficient and appropriate budget use including ensuring that financial and administrative procedures are observed <p>Other</p> <ul style="list-style-type: none"> ℵ Undertakes other duties as may be assigned by the ED . 	
Additional Requirements:	

- ⌘ Good people skills;
- ⌘ Multi-tasker
- ⌘ Good reading, writing, and arithmetic skills required;
- ⌘ Proficiency in Tagalog and English;
- ⌘ Proficiency in Microsoft Office and web research; and
- ⌘ Willingness to travel.