

VACANCY ANNOUNCEMENT

Project Assistant

The Philippine office of **DGRV – the German Cooperative and Raiffeisen Confederation** is implementing a project funded by the German Federal Ministry for Economic Cooperation and

Summary	
Position	Project Assistant
Duty Station	Metro Manila
Supervised by	Project Director
Salary	Negotiable

Development (BMZ) to promote cooperatives. In the project we work with partner organisations including cooperative federations and government. Our aim is to promote socio-economic development especially in rural areas through a sustainable and functional cooperative system. In our project, the partner organisations are the main actors implementing the activities. The national office of DGRV is monitoring and steering the project.

Who are we looking for?

We are looking for a motivated individual who can support the project in a broad spectrum of tasks in a supportive function. If you are motivated to work for a small project team on supporting cooperatives in rural areas and if you are interested in learning about project management and project administration, you might just be the right person.

You will be assigned with the following tasks:

General Project Support

- Collecting and uploading data, information, and reports into digital data repositories
- Drafting of letters, articles, and reports; preparation of PowerPoint presentations
- Managing our social media appearance
- Research and summarize information.
- Preparation of face-to-face and digital meetings and events
- Preparation of travels including booking flights and hotels and other related tasks
- General support in project implementation and project administration
- Writing of meeting minutes

Administrative Support

- Preparation of procurement and contract documents
- Helping with administrative tasks such as scanning and copying documents
- Assisting in the maintenance of financial records on the utilisation of funds under all projects.
- Assisting to prepare budget proposals, assists in managing and monitoring budget expenditure of all projects.

Generally, we expect that you have no problem to work, when it is necessary, on tasks outside of your Term of References.

We are looking for a committed individual who is willing to stay with us for a longer period of time. Depending on how the workload in the project evolves and where your interests lie, we can develop your position and assign new responsibilities over time.

Other aspects to consider.

We will offer a contract until 31. December 2026 with a likelihood to further extend. A 6-month probation period will apply.

The position might require domestic travel from time to time.

Requirements

If you are interested, please consider the following requirements. **If the requirements listed do not completely fit your person, but you are passionate about the role and you feel you can do it**, please send us an application with a strong motivation letter. We believe that skills can be learned, but the right attitude and work ethics will drive your performance.

The ideal candidate,

- Has a passion for sustainable development and is motivated to help farmers and other economically disadvantaged groups in rural areas to improve their living conditions.
- Is a positive, open and optimistic personality who likes to work within a team.
- Has strong organisational and time-management skills.
- Can motivate herself/ himself and has an independent workstyle.
- Enjoys working on organisational and administrative tasks.
- Is a strong communicator.
- Is willing to learn and develop her-/ himself.

She/ he:

- Has a good command of office software (ideally MS Word, Excel, PowerPoint)
- Is fluent in English (spoken and written)

Her/ his qualifications are:

- At least a bachelor's degree
- Prior work experience with any of the above-mentioned topics is a strong asset.

What do we offer?

- The opportunity to look into several aspects of managing and administering international development projects.
- If pro-active, the opportunity to develop your own position within the team over time according to your interests and skills (necessary tasks as above must still be completed)
- Option to join an HMO plan.
- Adequate compensations in accordance with the position.

How to apply

If you are passionate about the position and if you think you can do it, then please send the following documents by 16th February 2024 to: philippines@dgrv.coop.

- A CV showing your academic and professional achievements.
- A motivation letter explaining why you want to work in that position and why you are a perfect match for this role. Please feel free to mention your salary expectation.
- Up to 3 supporting documents such as recommendations or projects you were involved in (optional).

You do not need to add copies of certificates, awards and other such documents. It is enough if you list them in your CV. We can ask for scans or copies on case-to-case. Please make sure that your application documents are no larger than 5 MB.

About DGRV

DGRV – the German Cooperative and Raiffeisen Confederation is the national apex organization and top-level auditing confederation of the cooperative sector in Germany. Since more than 40 years, DGRV is engaged in international development cooperation. In more than 30 partner countries, DGRV provides consultancy and helps to develop cooperative systems and structures aiming at a sustainable development of the cooperative sector.

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