

**Synergy Project Pilipinas**, supported by the Province of West Flanders in Belgium, is looking for an experienced and dynamic **Project Manager** to oversee and manage the overall implementation of the project. The post will be based in Quezon City. The successful applicant is expected to perform the following tasks:

**Project Management:**

- Act as the day-to-day manager/coordinator and administrator of the entire project in close coordination with the respective leads of the thematic clusters.
- Liaise with all the partners on all matters involving the Synergy Project and ensure a smooth flow of cooperation and communication across all the structures of the synergy cooperation.
- Lead the partners in developing annual plans and monitoring the same.
- Lead and monitor overall implementation of the program together with the Thematic Cluster Heads and report back to the Project Coordinating Committee (PCC).
- Actively facilitate the exchange of the North and South Luzon partners for complementation of expertise, support, sharing of information, and learning.
- Assist the partners in ensuring the implementation of the South and North Internship programs in close coordination with the identified focal persons of the involved Higher Education Institutions (HEIs) in the Philippines and the Province of West Flanders.

**Partnership Building:**

- Pro-actively develop, support, and monitor partnerships in relation to the objectives and goals of the Synergy Project.
- Ensure the cooperation and collaboration of all Synergy Project partners through the drafting of Memoranda of Understanding and Agreement, and secure their implementation.
- Responsible for communication and regular exchange with and among Synergy Project partners.
- Assist the work of the partners through identification of gaps and opportunities, and actively extending support to address them.

**Organization:**

- Monitor the progress of the Project.
- Lead the drafting of the annual plans, narrative reports, and occasional write-ups on the progress of the Project.
- Ensure the organization of area and plenary meetings in close coordination with the PCC.
- Monitor the financial flows and budget together with the Finance Officer for reporting to the PCC.
- Lead the development and implementation of Monitoring, Evaluation, and Learning processes in close cooperation with PCC.
- Lead in the preparations and development of program itinerary for visiting delegations to and from the Philippines and Belgium.

## **Qualifications**

Applicants are expected to have:

- At least a 5-year experience as a Program Officer, Coordinator, or Manager (or any corresponding position) of a network, coalition, or loose grouping of organizations or multi-stakeholder cooperation.
- Knowledge and proficiency on the themes of Sustainable Agriculture, Entrepreneurship, and Climate Change. Knowledge of all themes is preferred
- Good experience with Planning, Monitoring, and Evaluation of annual and long-term programs, including financial management
- Excellent leadership skills
- Consensus-building skills
- Excellent writing skills and proficiency in verbal English
- Excellent facilitation skills
- Excellent interpersonal skills and coalition/ network management skills/expertise
- Pro-active and entrepreneurial
- Independence in working, but able to work well on shared responsibilities
- Proficiency in word processing programs, spreadsheets
- At least a Bachelor's degree in the field of economics, management, agricultural or social sciences, or equivalent work experience in these fields.

Synergy Project Pilipinas offers a competitive salary commensurate to the qualifications and experience of the successful applicant. The successful applicant will be given an employment contract covering from May 2, 2019 until May 30, 2020, subject to a 5-month probation period. Depending on performance and subject to a positive annual performance evaluation thereafter, the staff will be offered annual contracts throughout the duration of the Synergy Project until 2021.

Please send your: a) application letter stating why you are qualified for the post in reference to the tasks mentioned above; b) your Curriculum Vitae; and c) a sample written work in English by email to **[synergymanagerapplication@gmail.com](mailto:synergymanagerapplication@gmail.com)**. **Application deadline is on April 8, 2019.** Only short-listed applicants will be contacted on April 12, 2019. **Interview of short-listed applicants will be conducted on April 23-25.** Start of employment is on **2 May 2019**.

## **About the Synergy Project**

The Synergy Project titled “Adaptation to Climate Change through Entrepreneurship in Sustainable Agriculture Striving for Mitigation Co-Benefits” was developed to maximize the skills and expertise of all partner organizations on the aforementioned themes. The partners come from membership-based organizations, people’s organizations, non-governmental organizations, and higher education institutions in the Philippines and in Belgium (Province of West Flanders) who are already working on these themes. The Synergy Project aims to provide additional value by bringing together partners in North Luzon (Isabela and Nueva Vizcaya), South Luzon (Camarines Norte, Camarines Sur, Sorsogon), and National (Manila)-based organizations to implement common projects and activities that will address identified needs and gaps while scaling up and increasing the number of beneficiaries and constituents.

The current Synergy Project covers 3 years (May 2018 – May 2021). It is supported fully by the development cooperation program of the Province of West Flanders in Belgium.

Further information and relevant details of the Synergy Project will be shared to short-listed applicants.