

**PROJECT LEAD – CONSTRUCTION OF MULTI-PURPOSE  
BUILDING FOR CHILDREN IN TACLOBAN**

To oversee construction of a multi-purpose building in Tacloban North for children and communities displaced by Typhoon Haiyan

**Location:** Tacloban, Leyte

**Contract Type:** Full-time Consultancy (6-months)

**Hours per Week:** 40 - 09:00 – 18:00, Mon-Fri

**Salary:** PHP 20,000 - 30,000 (depending on experience)

**Start:** Immediate

**Closing date:** 4 July, midnight

**Interview dates:** On-going

**About FundLife Philippines**

FundLife is a purpose-driven, community-led NGO, which uses the power of play to engage with and empower the world's most marginalised children, helping them to escape extreme poverty and reach their full potential.

Founded in 2014 after the world's strongest Typhoon, [FundLife](http://www.fundlife.org) has supported over 40,000 children through sustainable social, emotional learning and outside of classroom education.

**Purpose of the Role**

**Project Lead – Construction of Multi-Purpose Building for Children in Tacloban** role has been created after FundLife secured an agreement with donors and local authorities to build a 1,200 Sq./M Safe space that will include a multi-purpose sports venue, learning and education Centre and two social businesses intended to drive sustainable revenues for the community.

**Key responsibilities of this role:**

- Managing the project through weekly reporting, communication with stakeholders and sub-contractors.
- Consultations with community stakeholders to ensure effective communications and feedback loops during the building of the Space.

**Main Duties and Responsibilities**

- Develop and maintain good working partnerships with community, sub-contractor and donor
- Act as the primary point of contact for all enquires related to the project
- Conduct regular inspections and produce timely updates at request of project stakeholders
- Manage growth of partner network
- Manage documentation for effective monitoring of project deliverables.

**Additional**

- Support colleagues and other domains as may be reasonably required
- Perform other duties as may be reasonably required by your manager
- Conduct yourself in line with FundLife policies, procedures and standards

**Candidate Profile – Qualifications**

College Degree Graduate (Desirable in Engineering and/or Communications)	Essential
Minimum 5-7 years work experience	Desirable

### Candidate Profile – Experience

Experience of managing and facilitating projects	Essential
Proven experience of building strong relationships with partners Experience working	Essential
Managing people and Relationships	Essential
Understanding of Engineering/Infrastructure Projects	Essential

### Candidate Profile – Skills and Knowledge

Strong command of the English language in a working environment	Essential
Good interpersonal and communication skills and ability to liaise effectively with people from various backgrounds	Essential
Excellent project management and facilitation skills	Essential
Excellent written and oral communication skills	Essential
Good teamwork skills IT literate with knowledge of MS Office applications and databases, especially Excel, Word	Essential
Strong organisational skills Good analytic and strategic planning skills	Essential
Listening, learning, empowering and result-oriented leadership and management skills	Essential
Good analytic and strategic planning skills	Essential
Ability to adapt to changing deadlines and priorities	Essential
Ability to work under pressure and on own initiative	Essential

Interested candidates should email [jobs@fundlife.org](mailto:jobs@fundlife.org) with the subject ‘**Safe-Spaces Project Manager.**’ Emails that do not contain an up to date CV and job specific cover letter will not be considered.

Only shortlisted candidates will be contacted.