



## URGENT CALL FOR RESUMES: GRANTS ASSISTANT FOR OPPORTUNITY 2.0 PROGRAM

EDC is requesting resumes from qualified individuals for a Grants Assistant – a short-term consultancy position to support our Grants Team. The estimated level of effort is 100% (full-time) over a **5-month period** from the date of consultancy award. The successful candidate is expected to work in the EDC office in Pasig City.

### EDUCATION DEVELOPMENT CENTER, INC. (EDC)

**Education Development Center, Inc. (EDC)** is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

### PROJECT DESCRIPTION

The Opportunity 2.0 (O2) is a 5-year project funded by the United States Agency for International Development (USAID/Philippines) and implemented by EDC along with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of Opportunity 2.0 is to give out-of-school youth a second chance to go back to school, or to learn new skills with TESDA, to help youth to be employed or to have their own businesses, and to contribute positively to their families and their community.

### SCOPE OF WORK

The **Grants Assistant/Consultant** will report to the Manila-based Grants Manager. Main responsibilities include, but not limited to:

- Assist the Grants Manager and Officers in organizing grants information sessions, orientations, pre-award, and negotiations meetings
- Coordinate and produce content for grants information sessions and grantee orientations
- Ensure quality information management related to grants by overseeing the regular update of program/grants documents on SharePoint
- Support the Grants Manager and Officers with administrative tasks related to compliance, generating grant documents and reports, coordinating with finance for grant disbursements, and notifying grantees of payments
- Assist in screening grant applications and reporting materials for completeness, and following up with applicants as needed



- Participate in Grants team meetings to stay up to date on developments in the field and compliance requirements
- Assist the Grants team and O2 staff as needed

## ANTICIPATED SCHEDULE AND DELIVERABLES

The anticipated duration of the consultancy is **five (5) months** from the date of contract award at 100% level of effort (full-time).

As a minimum, bi-weekly progress reports will be submitted to EDC. Other deliverables resulting from this Scope of Work will be refined with the successful applicant upon consultancy contract award.

## MINIMUM QUALIFICATIONS:

### EDUCATION

Bachelor's degree or equivalent with 5 years of work experience.

### EXPERIENCE

- At least 5 years of relevant experience preferably in an NGO or international organization setting is highly desirable.
- Proven ability to collaborate effectively and service-oriented attitude.
- Strong administrative and organizational skills.
- Ability to work independently and to take initiative, detail-oriented and organized.
- Advanced computer skills, including literacy in MS Office Suite.
- Capacity to work in difficult conditions and function well under pressure.
- Excellent communication and writing skills.
- Ability to work independently and as part of a team.
- Ability to work on multi-tasks and to meet deadlines.
- Fluency in Filipino and English.

## APPLICATION INSTRUCTIONS

Interested candidates should send their application (a cover letter and CV) as soon as possible, but no later than COB, April 14, 2023 with a reference to the position - "**Grants Assistant**" to [ProcurementPH@edc.org](mailto:ProcurementPH@edc.org). Applications must be in Word or PDF and submitted as one file. **Due to high volume of applications only shortlisted candidates will be contacted.**