

ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

Job Opening: Project Manager - PCNC

DEPARTMENT: Administration

REPORTS TO: Executive Director

DESCRIPTION: Asia Society Philippines is looking for a Project Manager to start the process of re-applying for PCNC/BIR Certification with the *Philippine Council for NGO Certification (PCNC)* to avoid any lapse in the validity of the Organization's "donee status".

RESPONSIBILITIES

- Review and accomplish the Application for Accreditation / Certification and Organizational Profile forms.
- Compile pertinent information and documents for submission to the PCNC.
- Prepare and organize required documents, to be uploaded to the Organization's file system.
- Perform administrative and other duties as required.

QUALIFICATIONS AND SKILLS

- No experience necessary but administrative or legal experience preferred.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently and function under pressure
- Outstanding oral and written communications skills, including proofreading, and ability to research information and present it concisely
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Interest and ability to learn diverse software applications
- Must be able to coordinate a variety of tasks simultaneously and consistently follow up on details

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Philippines

Founded in 1956 by John D. Rockefeller 3rd

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TIMELINE

- December 2018 – Compilation of documents
- January 2018 – Organization of documents, submission of application

HOW TO APPLY:

- Submit your (a) Resume and (b) Cover Letter to:
Suyin Liu Lee
Executive Director
Asia Society Philippine Foundation, Inc.
Email: ManilaHR@asiasociety.org
- Indicate “Application: Project Manager - PCNC” on email subject line
- Applications with incomplete requirements will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.
- Please regard your application as received unless your email bounced back

Asia Society is an equal-opportunity employer.

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ASIA SOCIETY PHILIPPINE FOUNDATION, INC.

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AsiaSociety.org/Philippines