

Job Description

Position Title	Attache' Development Support
Position Concept	<ul style="list-style-type: none"> • The attachment is made to help build the capacity of an individual, who, in turn will go back to his/her NSO with strengthened capability in the area of communication, supply chain, and project management; as well as understanding of international working culture. • The Asia-Pacific Region will be able to strengthen Scouting in South Pacific and other sub-region, accomplish special projects in supply chain, and Messengers of Peace (MOP) projects.
Principal Responsibilities	<ul style="list-style-type: none"> • Support to South Pacific (Sub-Region) <ul style="list-style-type: none"> ◦ Analyze the present situation ◦ Identify the support needed in the project and communication ◦ Management support • APR Supply Chain <ul style="list-style-type: none"> ◦ Coordinate in the development of the portal ◦ Project development and manage supply chain ◦ Take up the task of system administrator • Support to Messengers of Peace (MOP) <ul style="list-style-type: none"> ◦ Plan and coordinate the implementation of the MOP Initiative, ensuring effective benefit of the projects to the NSOs in the region
Other responsibilities	As may be required by the Director, Development Support and Finance, Asia-Pacific Support Centre on the said projects
Term of Office	Six (6) months, renewable
Location	Asia-Pacific Support Centre, Makati City, Manila, Philippines
Reports to	<ul style="list-style-type: none"> ▪ Director, Development Support and Finance
Qualifications	<ul style="list-style-type: none"> • University degree or equivalent level of education preferably in the area of Communication or Project Management. • Experience in system administration, web based product selling, product development • Experience in Scouting is preferable
Personal Profile	<ul style="list-style-type: none"> • Good organizational skills. • Effective verbal and written communication skills in English • Ability of needs analysis, research, writing reports • Ability to manage data and information. • Ability to work with professional and volunteer colleagues at all levels of the Movement. • Good team-player

Approved by:

Conforme'

 J. Rizal C. Pangilinan
 Regional Director

 Date: _____

Date: _____