	acciona.org Philippines		
	Terms of reference for recruitment		
	Job: Manager, acciona.org Foundation Philippines		
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Job: Manager, acciona.org Foundation Philippines

Organization: acciona.org Foundation Philippines Inc.

Location: Makati, Metro Manila, Philippines with regular travel to project sites

Rationale for the job: acciona.org Foundation Philippines Inc. requires an experienced professional to lead the country office, manage ongoing projects and field teams, develop new programs, and oversee all operations. This person shall have a university education, interest in social work, and the motivation to represent acciona.org in the country.


Duties:

- Setup and supervision of the office, operations, and personnel of acciona.org Foundation Philippines. Development of the protocols and procedures for the foundation's activities. Leading initiatives to build staff capacity.
- Focus on program execution and project management follow up. Overall guidance to project manager and team to achieve goals and ensure effective and efficient project implementation.
- Identification of potential projects –social projects and development projects– aimed to improve access to energy, water & sanitation, and other basic infrastructure and services.
- Formulation of projects: goals, activities, resources, budget, schedule, governance, and design of the delivery model –technological, economic, and managerial aspects.
- Setting & tracking the annual goals and the annual budget of the foundation.
- Search of co-funding from third parties to scale up and replicate the committed actions.
- Representing acciona.org Foundation Philippines in events and meetings and providing progress reports to partners and donors.

To carry out these duties, the recruited person will have the support of the staff of ACCIONA in the Philippines, as well as the staff of the acciona.org Foundation in Spain.

Requirements:

- Education: a university degree in Engineering –commercial, mechanical, electrical, other– or Social Sciences –Sociology, Anthropology, Social Work, other– is compulsory; postgraduate studies in related areas will be a plus.
- Additional training: project management and corporate social responsibility.

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- Competences:
 - At least 3-year experience in project management, preferably in energy, water, sanitation or other similar systems
 - Motivated to carry out specialized social work.
 - Languages: native in Tagalog and proficient in English are compulsory.
- Desirable:
 - Advanced in Spanish will be a plus.
 - Experienced in international development cooperation.
 - Specific training in energy supply technologies and water treatment technologies.
 - Experienced in international project management.
 - Project Management Professional (PMP) Certificate.

Conditions:

- Availability to journey to remote hard-condition locations in the Philippines and, occasionally, to other countries.

Applications:

Interested persons must send a message to the email address contrataciones@acciona.org with the subject Application to job – Philippines including:

- CV attached
- Last salary
- Expected salary
- Availability