

TERMS OF REFERENCE

DESIGNATION: PROJECT SPECIALIST

UNIT : PROGRAMS

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose:

As part of the Project Management Team, the Project Specialist will report to the Program Director (PD) or the designated Program Officer and support the successful planning, implementation, and completion of the project, in line with its objectives, timelines, and budget. S/he will also play a key role in communicating project updates and progress to stakeholders, and in managing relationships with project partners and stakeholders.

Scope of Work

With guidance from the Project Officer and/or Immediate Supervisor, the roles and responsibilities of the Project Specialist are as follows:

1. Project Management and Implementation
 - initiate planning for the assigned project (Operational Planning, Technical Review, Budgeting);
 - develop project proposals and project documentation, incorporating the applicable technical principles and current practices;
 - coordinate with the team and the implementing partners the conduct of capacity building activities and other identified relevant interventions;
 - actively assist and participate in project events (meetings/workshops/trainings);
 - support the management of contracts of service providers; and
 - proactively contribute to day-to-day program implementation and ensure conformity to expected results and work plans
2. Project Monitoring
 - produce reports related to project activities and expenditure as requested by the immediate supervisor and according to project timeframes, specifically the preparation of monthly, quarterly, and annual reports, with special emphasis on the program milestones;
 - monitor the assigned project/s based on the approved project plan and budget in compliance to ULF policies, including the identification, monitoring, and management of risks all throughout the implementation cycle of the assigned project,
 - manage project database and other M&E tools, and for ensuring timely documentation.
3. Partnership Engagement
 - assist in identifying opportunities to collaborate with other organizations and leverage resources to support the implementation of the program;
 - nurture partnerships through continued engagement activities, such as participation to meetings, networking activities, and activities initiated by partners, among others;
 - regularly assess the needs and expectations of partners, potentials risks, and ensure that measures are in place to address and manage them.
4. Team Coordination
 - participate in developing long-range strategic goals and strategies consistent with the ULF mission and capabilities of the team and develop shortrange goals for the assigned program/s;
 - coordinate with other team members in documenting the projects' achievements and evidence gathered, alongside other references needed in relation to the organization's M&E efforts;
 - support the updating and finalization of the program's communications toolkit, brand key and other relevant materials, and in the in the production of communications tools: video clips, leaflet, press release/ press kit, database, infographics, etc., in coordination with the Communications and Advocacy Unit; and

- support the implementation of other activities in the Program and across teams, as deemed necessary.

Knowledge, Skills, and Abilities required

1. Minimum of 3 years demonstrated project management experience, preferably in a development sector context.
2. Knowledge of project management best practices, tools, and techniques, including project planning, monitoring, and evaluation.
3. Excellent communication and interpersonal skills, enabling effective coordination with diverse teams and multiple stakeholders across various relevant sectors, organizations, and civil society.
4. Organizational and time management skills, with keen attention to detail, ensuring efficient project execution.
5. Proficient in MS Office applications, particularly in data management, reporting, and presentation, facilitating the delivery of high-quality outputs.
6. Good understanding of the Philippine health, social, and/or governance sectors, enabling informed decision-making and alignment of project activities with sector-specific requirements.

Selection Criteria

1. Relevant educational and/or professional degrees and certifications or equivalent professional experience, demonstrating a strong foundation for managerial roles.
2. Demonstrated ability to successfully support projects, showcasing exceptional skills in providing activity support, monitoring, and documentation.
3. Demonstrated capability to produce high-quality outputs.
4. Excellent communication skills, both written and verbal, enabling effective program content development, messaging, and production.
5. Demonstrated sound judgment, initiative, and results orientation mindset, consistently driving successful project outcomes.
6. Experience in working on health, community engagement, and advocacy projects, providing valuable insights and understanding of sector-specific challenges and requirements.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line Project Specialist.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.