

## JOB ADVERTISEMENT

Position / Title: **Program/Administrative Assistant**

Duty Station: forumZFD Davao Office based in Davao City

Estimated Starting Date: 1 January 2026

Term of Employment: 2 year contract (extendable) with 6 months probationary period

### ONLY FOR FILIPINO NATIONALS

forumZFD (Forum Ziviler Friedensdienst / Forum Civil Peace Service) is a German non-profit and non-governmental organization established in 1996. It is sustained by 38 member-organizations and more than 150 individual members in Germany aiming at raising awareness for the approaches of non-violent conflict transformation and at creating and strengthening instruments and methods for nonviolent conflict transformation.

forumZFD implements Civil Peace Service programs in Germany, the Middle East, the Balkans, Cambodia and the Philippines. Present in Mindanao since 2008, forumZFD maintains a program office in Davao City, project area offices in Davao City, Butuan City and Cotabato City. All programs and projects seek to address causes of conflicts around protracted economic, social and cultural marginalization through capacity building, raising public awareness, network building, organizing platforms for dialogues, advocacy and communications work and among others.

You have the possibility to join an international and dynamic team, with the space to contribute your creativity and ideas in an organization which is highly committed to peace, trying to offer a healthy, flexible and constructive working environment.

### Job description

The candidate will be under the supervision of the forumZFD Administration Manager in Davao. As part of the Administration team, she/ he will work in direct cooperation and collaboration with, and provide support to other team members.

### Core Tasks

Provide administrative and logistical support to ensure the efficient operation of the forumZFD Philippines Programme Office, particularly in supporting the Admin Manager in daily office management, event organization, and finance-related administrative processes.

Ensure that forumZFD's principles, values, and cross-cutting themes such as conflict sensitivity, gender equality, and transparency are integrated into administrative processes, procurement, and coordination with staff and partners.

Support logistical and operational arrangements for office management and programme activities in Davao offices.

Contribute to an efficient and accountable system of administration and financial documentation in line with organizational policies and donor requirements.

### **Specific Tasks**

#### **1. Administrative and Office Management**

- a. Provide administrative support to the Admin Manager in ensuring effective functioning of the office, including supplies, communication, filing, and asset management.
- b. Assist in maintaining an organized filing and record system (both physical and digital) for administrative, logistical, and finance-related documents.
- c. Support in monitoring office supplies, prepare purchase requests, and coordinate with suppliers and service providers.
- d. Support staff travel arrangements including ticketing, accommodation, and itineraries.
- e. Assist in managing office equipment maintenance and coordinating with service providers for repairs or replacements.
- f. When needed, assist in preparing and processing payment requests, petty cash transactions, and liquidations in coordination with the Admin Manager and Finance Assistant.
- g. When needed, support in reviewing completeness and accuracy of supporting documents for financial transactions before endorsement.

#### **2. Event and Logistics Coordination**

- a. Assist in planning and organization of meetings, workshops, and trainings, including venue booking, catering, accommodation, materials preparation, and logistical arrangements.
- b. When needed, prepare attendance sheets, and reimbursement summaries for participants.
- c. Liaise with suppliers and vendors for quotations, bookings, and billing statements in compliance with procurement procedures.
- d. Provide logistical and administrative support during events to ensure smooth implementation.

#### **3. Procurement and Asset Management**

- a. Assist in the procurement process including canvassing, preparing purchase orders, and monitoring deliveries.
- b. Assist in maintaining and update the inventory list of office assets and supplies, ensuring proper tagging, documentation, and tracking.
- c. Support annual physical inventory and asset monitoring and verification activities.
- d. Support to coordinate with landlords, suppliers, and external service providers under the guidance of the Admin Manager.

**4. Program/Project Support**

- a. Support facilitators and project staff during activities by assisting with session coordination, participant engagement, and documentation of key discussions or outputs.
- b. Contribute to the implementation of partner due diligence processes by assisting in background checks, documentation, and coordination with relevant internal units.
- c. Participate in internal learning and reflection sessions to contribute observations from field and project activities, supporting continuous improvement of programme implementation.

**Qualifications**

- Bachelor's degree in Management, Social Sciences, Sociology, Political Science, or any related field.
- Preferable six months or more experience in program or administrative support functions (candidates with less experience are also encouraged to apply).
- Strong organizational skills and attention to detail.
- Knowledge of basic admin processes and documentation.
- Excellent interpersonal and communication skills.
- Proficiency in MS Office applications (Word, Excel) and familiarity with digital filing systems.
- Ability to handle multiple tasks efficiently and meet deadlines.
- High level of integrity, discretion, and commitment to confidentiality.
- Willingness to occasionally travel to other forumZFD offices or project sites as required.
- Excellent English and Tagalog communication skills and intercultural sensitivity (ability to collaborate with people with different ethnic and religious background, beliefs, and cultures).
- Willingness to work in a multicultural working team, flexibility and openness to familiarize with new perspectives and approaches, and with cultural diversity.
- Strong personal commitment to nonviolent conflict transformation in Mindanao and to the work of the organization.

Please send your application letter, curriculum vitae including references and photo (any size) via email to: Hope Abayon, [abayon@forumzfd.de](mailto:abayon@forumzfd.de)

The subject title of the Email should be "Application: Program/Administrative Assistant"

The deadline for applications is the **27th November 2025**. The applicants will be assessed on rolling basis. Only shortlisted applicants will be notified via email and / or phone and will be scheduled for an interview.

**Format for CV:**

Picture, anographics (name, surname, date of birth, place of birth and current place of residence), educational background, work experience. We recommend to keep it simple and clear, evidencing your experience, especially

according to the requirements. It will be processed by international staff that might be not familiar with all local institutions, include appropriate clarification needed for a foreign reader.