



JOB ADVERTISEMENT

Position /Title: **Part-Time Administrative Assistant for forumZFD Davao Project Team**

Duty Station: forumZFD Davao Office based in Davao City

Estimated Starting Date: 25 May 2026

Term of Employment: 5 months

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 among others.

In this role, you will provide administrative support to a multidisciplinary project team of local and international staff, overseeing the implementation of diverse projects in Davao focusing on: 1) inclusive history education, 2) peace and conflict in the social sciences, and 3) transforming local conflicts through non-violent, gender-transformative, and inclusive approaches.

You will join a committed team to co-develop meaningful, context-sensitive approaches grounded in forumZFD's values of non-violence, human rights, gender sensitivity and building a more just and peaceful future.

Job description

The Administrative Assistant for forumZFD Davao Project Team (Part-Time, three days a week) will be under the supervision of the Project Manager in the Davao Office and will work closely with the Project Officers in Davao Project Team. The role is responsible for providing day-to-day administrative, financial, and logistical support to the Davao team to ensure the smooth implementation of project activities. The position requires strong attention to detail, good

organizational skills, and the ability to work collaboratively within a multicultural team environment.

Scope of work and key responsibilities

A. Financial Management and Reporting

- Support the preparation and consolidation of post-activity liquidations
- Maintain organized financial records and supporting documentation for all transactions
- Provide support in financial reporting processes, including compiling required documents and reconciling expenses
- Facilitate timely payment processing, including follow-ups on invoices, billing statements, and outstanding payments
- Verify the accuracy and completeness of all submitted documents before processing payments
- Facilitate the processing and distribution of travel allowances and per diems during activities, ensuring proper documentation and acknowledgment

B. Procurement and Vendor Management

- Facilitate procurement processes in line with organizational policies and procedures
- Support the sourcing, vetting, and evaluation of service providers and vendors, including collection of quotations
- Prepare and process procurement documentation, including:
 - Placement of Offer (POO)
 - Purchase Requests and supporting documents
- Assist in the contracting process, ensuring completeness of agreements and supporting documentation
- Respond to and resolve transactional and vendor-related queries, including payment status and documentation requirements

C. Compliance and Vendor Documentation

- Ensure compliance of vendor documentation including but not limited to:
 - Tax Identification Number (TIN)
 - VAT / Non-VAT status documentation
 - BIR Certificate of Registration (where applicable)
 - Official Receipts and billing documents
 - Withholding tax compliance forms
 - Signed service contracts and agreements
 - Bank details and proof of account



D. Administrative and Logistics Support

- Coordinate with the Admin Manager and Project Manager on logistical requirements for project activities, including venues, materials, and travel arrangements
- Coordinate reservations and bookings (venues, transport, accommodation, catering, etc.) for project activities
- Assist in scheduling and managing vehicle (van) bookings
- Monitor and maintain office supplies and inventory, ensuring availability of essential materials
- Support in all functions of organizing activities and project implementation as instructed by the Project Manager/Officer.
- Address and resolve participant-related administrative and financial queries in a timely manner

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting, Management, or a related field
- At least 1–2 years of relevant experience in administrative, finance, or project support roles (experience with NGOs or development organizations is an advantage)
- Basic knowledge of financial processes, including budgeting, liquidation, and documentation requirements
- Strong organizational skills with high attention to detail and accuracy in handling records and financial documents
- Proficiency in Microsoft Office applications
- Good communication and interpersonal skills, with the ability to coordinate effectively with internal teams.
- Ability to manage multiple tasks, prioritize workload, and meet deadlines in a dynamic work environment
- High level of integrity, professionalism, and ability to maintain confidentiality in handling sensitive information
- Willingness to learn and adapt to organizational systems, policies, and procedures
- Ability to work both independently and as part of a multicultural and interdisciplinary team
- Fluency in English and Filipino (written and spoken)

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

The subject title of the Email should be “Application: Part-Time DVO Administrative Assistant”

The deadline for applications is on **15 May 2026**. 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, anagraphics (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.