



JOB DESCRIPTION

Position / Title: **Project Officer-Cotabato - Transitional Justice and Reconciliation Project**

Duty Station: forumZFD Cotabato Project Office based in Cotabato City with frequent local travels

Term of Employment: 1 year contract (extendable) with 6 months probationary period

OPEN TO FILIPINO NATIONALS ONLY

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.

One of the focus of forumZFD's team in Bangsamoro (currently composed of four staff members between local and an international staff) is to support marginalized groups towards the genuine inclusion, recognition, and protection of their rights in BARMM as well as supporting transitional justice and reconciliation work in the Bangsamoro. forumZFD accompanies civil society organizations in identifying gaps in the implementation of the peace agreement and advocate for a transparent and inclusive implementation of the peace agreement.

You have the possibility to join an international and dynamic team, with the space to contribute your creativity and ideas, particularly in the field of transitional justice, 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 Project Manager in Cotabato. As part of the team implementing forumZFD's overall Transitional Justice and Reconciliation and conflict transformation program, she/ he will work in direct cooperation and collaboration with, and provide support to other team members.

Ideally, the candidate is able to support the conceptualization and implementation of the Transitional Justice and Reconciliation project along with the Cotabato project team, and able to do it within the forumZFD

organizational mandate and the CT framework, under the supervision and in agreement with the Cotabato Project Manager:

1. Project Planning, Implementation, and Evaluation

- a. Conceptualize, plan, monitor, and evaluate project and activities related on transitional justice and reconciliation, including documentation of conducted activities according to the forumZFD standards and requirements.
- b. Conduct needs assessments and stakeholder analyses to inform project planning and partner engagement.
- c. Design, implement and facilitate activities, such as meetings, workshops, trainings, seminars, and conferences.
- d. Contribute and manage project budgets, track expenses, and ensure financial accountability in collaboration with the finance team.
- e. Contribute to the design and implementation of risk management and conflict-sensitive approaches in all project activities.

2. Conflict Analysis and Contextual Awareness

- a. Analyze conflicts at the national, regional, and local levels to inform project strategies.
- b. Travel for field/community engagement work in partner areas.
- c. Monitor and assess emerging conflict trends to adapt project activities and ensure they remain relevant to the local and national contexts.

3. Capacity Building and Technical Support

- a. Provide technical support to partners in conflict transformation and related fields, as needed.
- b. Engage in capacity-building initiatives to strengthen local partners' skills in conflict analysis, dialogue facilitation, and project management.
- c. Facilitate knowledge-sharing sessions and learning exchanges among partners, stakeholders, and other teams within forumZFD.

4. Partnership Development, Relationship Building and Networking

- a. Network and coordinate with civil society organizations, conflict affected communities, and other stakeholders; initiate and implement collaborative peacebuilding activities focusing on transitional justice and reconciliation.
- b. Build and maintain communication channels with government stakeholders and local authorities relevant to project activities.
- c. Collaborate with other forumZFD area teams in implementing the overall Conflict Transformation Program.

5. Logistics and Administration

- a. Provide logistical and administrative support for events and activities, including arranging venues, reimbursements, coordinating travel, and ensuring resource availability.

6. Strategic Communication

- a. Support the development and implementation of advocacy strategies, helping to amplify local peacebuilding voices and needs.

Committed to Peace

- b. Document and communicate project outcomes to enhance awareness and understanding of transitional justice and reconciliation efforts.

7. Reporting and Documentation

- a. Prepare detailed progress, maintain and document activity and impact reports, ensuring data accuracy and timely submission to management and stakeholders.
- b. Document best practices, lessons learned, and success stories for internal learning and external sharing.
- c. Contribute to the development of publications, policy briefs, or case studies related to transitional justice and reconciliation work.

Qualifications

- At least three years of recent full-time experience in conflict transformation and/or transitional justice and reconciliation project work (or related field), and knowledge of conflict transformation frameworks overall; an initial knowledge and experience on transitional justice and reconciliation, peacebuilding, dialogue, or nonviolence is required;
- Deep understanding of conflict dynamics, and of conflicts in the Philippines, especially on BARMM, political and normalization tracks of the Bangsamoro peace agreement, BTA and on Transitional Justice and Reconciliation initiatives in Bangsamoro.
- Demonstrated ability to build and maintain constructive relationships with multi-stakeholder platforms, civil society organizations, government stakeholders, and community partners; coordinate joint initiatives, facilitate information-sharing and collaboration, and contribute effectively to collective planning, advocacy, and peacebuilding efforts.
- Demonstrated experience in project planning, implementation, monitoring and evaluation (following a conflict-sensitive approach);
- Strong interpersonal and facilitation skills, with demonstrated ability to build trust and maintain constructive relationships with diverse stakeholders;
- 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; Willingness and ability to travel related to work assignments mostly but not exclusively in Mindanao;
- Excellent English and Tagalog communication skills and intercultural sensitivity (ability to collaborate with people with different ethnic and religious background, beliefs, and cultures);
- Ability to work on MS Office.

Education

- Bachelor Degree and/or Master's Degree (desirable) in political and social sciences, anthropology, international studies, law, social work, community development, peace and conflict studies/conflict transformation studies or similar fields;

Distinct advantages would be:

- Experience on supporting and coordinating with multistakeholders network, advocacy and communications work using English, Tagalog (Maguindanaon languages is an asset);
- Competency and practical experience in Transitional Justice and Reconciliation, Gender Equality and/or Psychosocial support;
- Experience in working directly with marginalized and conflict-affected communities in Bangsamoro;
- Deep knowledge and understanding of the Bangsamoro peace process;

Please send your application letter, curriculum vitae including references and photo (any size) via email to:

Hope Abayon- Admin Manager at abayon@forumzfd.de

The subject title of the Email should be "Application: Project Officer-Cotabato"

The deadline for applications is the **October 31, 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 a written test and 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.