

Programs and Research Assistant

Duties and Responsibilities:

1. Assist the CEAP Plans, Programs and Research Officer (PPRO) in implementing the CEAP Strategic Plan and in developing concept papers and proposals to appropriate agencies/organizations;
2. Assist in developing association-wide programs/project proposals and provide technical assistance to the CEAP Regional Offices and members in similar undertakings for resource generation and mobilization;
3. Assist in monitoring and evaluating the implementation of association-wide initiatives especially those related to peace education, environment and sustainable development, gender, poverty alleviation, engaged citizenship and youth empowerment;
4. Assist in documentation and provide logistical support to the PPRO;
5. Assist the PPRO in all convention-related tasks; and
6. Perform other duties that may be assigned to him or her by the Executive Director and PPRO.

Qualifications:

1. Graduate of a Bachelor's degree in any social science discipline (e.g., community development, economics, public administration, psychology or philosophy) preferably with a Master's degree;
2. Demonstrated skills in supervision, training, monitoring and evaluation, resource mobilization and networking with various stakeholders;
3. Has excellent oral and written communication skills in English;
4. Willingness and ability to render overtime work or extra services as needed; and
5. Committed to evangelization and the social responsibility of the Catholic Church.