



JOB DESCRIPTION

Project Officer

Location: Philippines
July 2020

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France. We are 80+ persons, with offices in Toronto, Singapore, Bogota, Thailand and Abidjan. We operate programs in 40+ countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe; PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an individual for the role of Project Officer Philippines to design, coordinate and implement community field activities in the country (mainly agroforestry and agroecology, but could also cover additional activities such as women empowerment, waste management, etc).

CONTEXT

PUR Projet has been present in the Philippines since 2013 (Negros Island), and is now significantly growing its activities in the country (Mindanao, Cebu), with new projects being launched and feasibility studies currently being conducted. Especially agroforestry projects.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	The Project Officer Philippines will be responsible for designing, implementing, following-up and monitoring the activities in the Philippines, and potentially other countries in Asia.
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INDIVIDUAL RESPONSIBILITIES:	<p>PROJECT DESIGN & MANAGEMENT</p> <ul style="list-style-type: none">- Plan, coordinate, monitor the implementation of project activities<ul style="list-style-type: none">o Beneficiaries identification and registrationo Conducting socialisation and farmers trainingso Coordinating seedling order and delivery with local nursery, and in the medium term, support community nursery managemento Supervising tree planting activitieso Monitoring of social and environmental impactso Development of other production chains (timber, fruits)- Follow up and improve operations:<ul style="list-style-type: none">o Support, train and manage other partner stakeholderso Control quality of implementation, improve proceedings- Manage project contracts- Design and implement the long-term autonomy strategy (eg: workshops with farmers, market studies, business plan, etc.)
	<p>PROJECT MONITORING</p> <ul style="list-style-type: none">- Monitor project outputs:<ul style="list-style-type: none">o Adapt and implement data collection toolso Consolidate and analyse field data- Update reporting and communication tools and formats:<ul style="list-style-type: none">o Complete registry of plantation and GPS databaseo Complete project participants' databaseo Update project follow-up and management reporting formatso Write progress reports- Coordinate the monitoring of project impacts<ul style="list-style-type: none">o Coordinate the elaboration of research protocolso Coordinate with monitoring and diagnostic partnerso Coordinate data collection and consolidationo Review impact monitoring reports- Develop, track and report on project budgets and progress for internal management purposes- Share evaluation metrics and feedback with PUR Projet staff

	<p>PROJECT DEVELOPMENT</p> <p>Assess the feasibility of, and design new ecosystem restoration projects in the Philippines and potentially other Asian countries:</p> <ul style="list-style-type: none"> - Organise the logistics of feasibility studies - Participate and assist in feasibility studies - Write reports of feasibility studies - Prepare and participate or animate presentation of results of feasibility studies to partners
	<p>TEAM SUPPORT</p> <p>Support the Project Manager and the Program Managers on key initiatives and business development opportunities (ex: business proposal, design of a new activity, PUR Project representation in Indonesia) by conducting desk reviews, elaborating budgets, proposals or presentations.</p>

TEAM RESPONSIBILITIES:	<p>COMPANY REPRESENTATION</p> <ul style="list-style-type: none"> - Contribute to represent PUR Project in the field in multi-stakeholders alliances and at meetings with public and private counterparts - Build a local network - Contribute to building PUR Project's project strategy in the Philippines in strong collaboration with local stakeholders - Support the development of marketing and communication materials related to PUR Project's work with field data
	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> - Work with the international team to continually improve PUR Project's project tools and procedures - Be creative, and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Project's projects - Contribute to PUR Project's internal knowledge groups
	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Project Team - Participate in internal workshops, seminars & social events to help carry PUR Project's strong sense of community - Demonstrate your individual character, nature and ideology within the Company and support others to do the same - Support the Project Manager and the Regional Manager Asia on key initiatives and business development opportunities

REPORTING:	<p>The successful Candidate will report to the Project Manager, based in Thailand.</p> <p>The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris headquarters and other Global Offices.</p>
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QUALIFICATIONS

EDUCATION:	<p>Graduated from an (preferred) internationally renowned university with either (1) a political science/management background supplemented by a field professional experience in environmental protection, agriculture or forestry or (2) a scientific background (preferably agronomy or agriculture, environmental sciences, geography or related) supplemented by a professional experience in project management.</p> <p>A Masters-level (or equivalent) degree in a similar, related, or relevant field can be considered.</p>
EXPERIENCE:	<ul style="list-style-type: none"> - 2 to 5 years of experience in the management of field agroforestry projects is imperative - Experience working in the Philippines will be favoured in the recruitment process - Knowledge/professional experience related to the cocoa, sugarcane and/or coconut supply chains will be a strong asset - Experience with community-driven projects will be a strong asset

SKILLS:	<ul style="list-style-type: none"> - Entrepreneurship mindset: autonomy, ability to design new activities, proactivity to consult other teammates and local experts - Management of operations: planning operations, following up on targets, reporting on achievements and/delays, proactively looking for solutions - Evaluation skills - Open mindedness and pedagogical: ability to share PUR Projet's vision and processes with various stakeholders and ensure adoption - Team management: Leadership skills in line with PUR Projet People strategy; ability to embody PUR Projet's missions and values; strong interest in well-being of team members, team empowerment, talent management, mentoring and supportive leadership. You should be generational savvy and able/open to work with collective intelligence - Social science & ecology: knowledge seen as an asset: supply chains, sustainable development goals, global reporting framework, climate change, carbon accounting, fair trade certification, environmental impact measurement, international policy frameworks, gender, worker rights, child labour. - Digital Tools: Proficient in the use of Microsoft Office and Google Drive.
PERSONAL CHARACTERISTICS:	<ul style="list-style-type: none"> - We are seeking an individual who takes strong responsibility and accountability for his/her work. An individual who is driven to protect and restore ecosystems and improve livelihoods, self-reliant and comfortable working both autonomously and in a team. - Strong interpersonal skills and a social entrepreneurial attitude will both be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.

LANGUAGES:	Candidates must be fluent in English and Filipino.
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WORKING CONDITIONS

The successful candidate will work from the Philippines (Manilla or Davao preferred, but location can be discussed), with frequent travels to project areas (**up to 70% of working time**).

Trips to the head office in Paris, and other project locations in Asia (especially Bangkok regional office) are also to be expected. Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office.

CONTRACT

We are looking for an individual to fulfill a full-time position to be filled as of **September 2020** (earlier or later starting date can be discussed).

Type of contract: 12-month contract, which will lead to permanent contract if agreed between the Employer and the Employee.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport and a car driver's license. Candidates must have the ability to travel in the Philippines at a minimum.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV by email to: supitcha.tiyapipat@purprojet.com, lorena.frier@purprojet.com and recruitment_projects@purprojet.com with the subject "PO PHILIPPINES – LAST NAME, FIRST NAME". A cover letter is not required at this stage, but is appreciated.

It is kindly requested that all submissions are made by July 30th, 2020 although telephone interviews can begin before this time for any short-listed candidates who have submitted their documents early. All CVs will be reviewed by the PUR Projet Team. Shortlisted candidates will receive an email to request a telephone interview including a case study. The final two stages of the recruitment process will be an in-person interview and a team meeting. Please be prepared to have two references available upon request.

If you are not contacted within 8 weeks following your application, it means that you have not been selected for this job.