



Job Announcement:

ALOFT Communications and Monitoring & Evaluation Officer Central Philippines State University (CPSU)

Background: Central Philippines State University (CPSU) is located in Kabankalan, Negros Occidental, Philippines. The university focuses on the development and strengthening of education programming and outcomes in agriculture. CPSU is committed to delivering quality education, conducting research and providing extension services to meet the needs of the surrounding communities it serves.

Announcement: In partnership with the University of Tennessee (UT) [Smith Center for International Sustainable Agriculture](#), the [Central Philippines State University \(CPSU\)](#) is implementing a five-year project, "[Farmer-to-Farmer: Agricultural Leaders of Tomorrow \(ALOFT\)](#)." The ALOFT project aims to engage youth in agriculture by providing needs-based capacity development to Philippines host-organizations through short-term (2 week) technical exchanges with U.S. volunteers. ALOFT will recruit and support a range of Filipino organizations in the agricultural sector, including farmer cooperatives, agribusinesses, NGOs, and education institutions. CPSU is looking for a dynamic and dedicated professional to join our project team for the following grant-funded position:

Terms of Reference (ToR): Communication and Monitoring & Evaluation Officer

Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Communication and M&E Officer
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: USD \$800 to \$950 per month, based on qualifications

How to apply: Applicants should submit the following materials by **May 31, 2024, or sooner**. Applications will be reviewed on a rolling basis as they are received.

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

These materials should be submitted via email (cpsu_main@cpsu.edu.ph) or by courier/hand to the CPSU Main Campus:

ALADINO C. MORACA, Ph.D.
SUC President
Central Philippines State University (CPSU)
Kabankalan City, Negros Occidental

Eligibility: CPSU highly encourages ALL interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

Position Summary: Working under the supervision of the ALOFT Philippines Country Director, the Communications and M&E Officer leads all communications and monitoring & evaluation (M&E) work on ALOFT programming in the Philippines. This position will be based at Central Philippines State University (CPSU) and work collaboratively with a team of project staff in the Philippines and the U.S. The Communications and M&E Officer will work with the UT ALOFT Southeast Asia Program Manager on regular and relevant communications materials and outreach programming to promote ALOFT's work. This person will also lead M&E activities in the Philippines and will work with the UT Monitoring, Evaluation, and Learning (MEL) Specialist to collect data, track project progress, and report results. Due to the time difference with the United States, the Communications and M&E Officer must have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT. This position is also expected to routinely travel to the field to meet with partners and collect data on capacity building activities.

Specific Roles and Responsibilities:

- ❖ **Coordinate M&E activities for ALOFT Philippines project:**
 - Conduct pre- and post-assignment evaluations of host-organizations to assess the impact of technical assistance.
 - Compile data for monthly and semi-annual reports submitted to USAID and stakeholders.
 - Review collected data for accuracy and compliance with USAID reporting requirements
 - Participate in virtual and in-person meetings with Filipino partners, regional partners in Southeast Asia, and U.S. partners at the University of Tennessee and other institutions.
- ❖ **Develop communication materials that highlight the impact of volunteer assignments with host-organizations**
 - Work closely with the Country Coordinator in the Philippines and UT Southeast Asia Program Manager in the U.S. to identify impact stories.
 - Travel to the field to take photos and gather input from host-organizations for communication materials.
 - Develop social media posts, donor report stories, presentations, or web pages, following the USAID-approved Marking & Branding Strategy for the F2F ALOFT program.
 - Perform other tasks as required by the project.

Minimum Qualifications:

- Bachelor's or Master's degree in agriculture-related field (e.g., agronomy, animal sciences, agricultural education, extension, rural development), Monitoring and Evaluation, Project Management, and/or Journalism
- At least 2 years of experience supporting donor-funded projects, preferably in the agricultural sector
- Advanced proficiency in English, both oral and written
- Strong communication / journalism skills
- Proficiency in Microsoft Office software, Word, Excel, PowerPoint
- Ability to create and maintain effective working relations with community-based organizations, NGO partners, and international donor agencies
- Ability to travel to field sites and engage in participatory planning and training activities

Preferred Qualifications:

- Experience supporting USAID-funded programs
- Experience with monitoring and evaluating
- Proficiency in Adobe Creative Suite or similar graphic design software
- Proven experience/leadership in project management and/or communication

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