



**Job Announcement:**  
**ALOFT Country Coordinator**  
**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): Country Coordinator**

Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Country Coordinator
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: \$900 to \$1,120 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](mailto: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 Country Coordinator serves as the main point of contact for recruiting Filipino host-organizations and developing volunteer scopes of work. 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. S/he will work directly with the CPSU ALOFT Country Director and UT Program Manager to match U.S. volunteers to assignments and support their implementation with host-organizations. Additionally, the Country Coordinator supports communication, outreach, and monitoring and evaluation (M&E) activities, measuring the impact of volunteer assignments and reporting on results. In this capacity, the Country Coordinator will cultivate and maintain relationships with host-organizations through frequent travel to the field and follow-up by email and phone. Furthermore, the Country Coordinator will serve as the main point of contact for U.S. volunteers while on assignment within the Philippines and will be responsible for developing and maintaining compliance with a country safety and security plan. Due to the time difference with the United States, the Country Coordinator will need to have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT.

**Specific Roles and Responsibilities:**

- ❖ **Recruit host-organizations in the Philippines and identify their specific needs for short-term capacity-building activities, e.g., training, consultations, strategic planning**
  - Work closely with the project team to recruit potential host-organizations and identify specific needs that can be addressed through technical assistance
  - Develop detailed scopes of work for each assignment in accordance with the identified needs of host-organizations.
  - Work closely with the CPSU ALOFT Country Director and UT Program Manager-Southeast Asia to match volunteer experts from the U.S. with scopes of work.
  - Coordinate with the project team to support the host organization in preparing the post-assignment action plans.
- ❖ **Coordinate project activities to ensure implementation is on track and meets objectives**
  - Work closely with the Country Director on preparing and implementing annual workplans
  - Coordinate logistics for volunteer assignments and accompany volunteers during travel in Philippines, as necessary
  - Serve as the main point of contact for U.S. volunteers while on assignment
  - Develop and maintain compliance with a country safety and security plan for volunteer and staff travel in Philippines
- ❖ **Support communication, reporting, and stakeholder engagement activities**
  - Work with Communication and M&E Officer to document and increase the visibility of project activities through reports, social media posts, and presentations
  - Compile data on activities and prepare monthly and semi-annual reports
  - Participate in virtual and in-person meetings with Philippines partners, regional partners in Southeast Asia, and U.S. partners at the University of Tennessee
  - Perform other tasks as required by the project

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**Minimum Required Qualification**

- Bachelor's or Master's degree in agriculture-related fields (e.g., agronomy, animal sciences, agricultural education, extension, rural development) with a strong technical background in agricultural practice
- At least 2 years of experience coordinating donor-funded projects, preferably in the agricultural sector
- Experience gathering, analyzing, and using evidence to guide project management
- Good interpersonal, negotiation, facilitation, and time management skills
- Advanced proficiency in English, both oral and written
- 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
- Proficiency in Microsoft Office software, Word, Excel, PowerPoint

**Preferred Qualifications:**

- Experience supporting USAID-funded programs
- Strong leadership skills, including experience leading or facilitating trainings
- Familiarity with stakeholders and organizations in the horticulture and/or livestock sectors