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## **Job description**

### **Background**

The Caucus of Development NGO Networks (CODE-NGO) is the largest national network of development NGOs in the Philippines.

It partners with the Humanitarian Leadership Academy/Save the Children to manage the Center for Humanitarian Learning and Innovation (CHLI) in the Philippines.

The Center works with organizations from the not-for-profit and private sectors, technology industry, and the academe to help local communities and institutions in the Philippines and Southeast Asia become more resilient in the face of natural and human-induced hazards. To do that, it develops learning and development opportunities on humanitarian preparedness and response. These opportunities include CHLI's Business Continuity Planning (BCP) course, and the KAYA Connect Online Learning Platform.

### **Job Purpose**

The Marketing Specialist role is a key position to expand the reach of CHLI learning opportunities in the Philippines.

He/she is tasked:

- To book at least three BCP trainings every month;
- To increase the number of KAYA Connect Online Learning Platform users every month; and
- To develop CODE-NGO's Community-based Disaster Risk Reduction and Management modules into a paid course offering (product).

### **Key Responsibilities**

- Promote the CHLI and its learning opportunities to businesses, government agencies, and non-government organizations
- Network with various stakeholders and represent our position within the market
- Work with CODE-NGO's Strategic Communications Officer to help build the CHLI brands through national and regional media
- Coordinate with CODE-NGO's Strategic Communications Officer in the maintenance and updating of the CHLI's website and social media channels
- Produce on a regular basis promotional and marketing stories about CHLI's work to partners and other stakeholders
- Undertake other duties as may reasonably be required to meet the changing needs of the business

### **Person Profile**

#### **Essential Requirements**

- Experience in Marketing, Communications and/or Media role from a credible organization or humanitarian or development agency
- Excellent verbal and written communication skills in English, Filipino and other relevant local languages producing high quality marketing or communications materials such as press releases, case studies, impact stories, key messages, speaking points and Q&As, for a wide range of different audiences,
- Ability to digest complex information quickly and express this crisply and clearly

#### **Desirable Requirements**

- Good understanding of the humanitarian system
- Experience working with teams and building strong relationships remotely
- Experience leading marketing, communications, or media activities and a good knowledge of the country media scene, networks, and media contacts

### **Personal Attributes**

- Strong marketer/communicator and networker who enjoys building relationships
- Creative thinker and problem solver
- Entrepreneurial approach; has the confidence to try out new ideas and take risks and challenge where needed.
- Ability to combine creativity with organizational skills allowing for effective delivery on varied and tight deadlines and budgets.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- Passion and energy to work in pursuit of transforming humanitarian response
- Values Integrity, Participation, Innovation, Excellence, and Respect for Diversity

Email your CV to <jobs@code-ngo.org>

Application Period: August 20-22, 2021

Expected Start Date: September 2021

Job Type: Contract

Work-from-home arrangement