

Program Manager Tubig Pag-Asa Job Description

CONTEXT:

Tubig Pag Asa (TPA), Filipino social business company, created by the French NGO Eau & Vie (<http://eauetvie.fr/en>) is specialized in water supply in urban depressed areas of the Philippines, aiming at creating quality-controlled, piped and metered water supply networks which are financially viable, socially responsible and adapted to the needs of urban poor.

Tubig Pag Asa works in close association with **Water & Life Philippines**, (W&L Philippines) Filipino non-profit organization, created by Eau & Vie is active in the Philippines in the livelihood development of urban depressed areas dwellers implementing Firefighting, Hygiene promotion, sanitation and solid waste management activities.

Both W&L Philippines and TPA engaged in partnerships with the local communities, authorities, water operator and other development stakeholders through four branches in Mandaue, Cebu, Cavite and Leyte.

POSITION: TPA Program Manager

LOCATION: Based in the HO in Mandaue City, with frequent travels in Cavite, Cebu and Leyte.

REPORTING TO: Country Director

COORDINATION: With Water and Life Program Manager

JOB SUMMARY:

Under the supervision of the Country Director and in collaboration with TPA and W&L team, TPA Program Manager is responsible for the overall management and operation of TPA in all Philippines.

TASKS & RESPONSABILITIES:

As TPA Program Manager, his/her responsibility shall include but not limited to the following:

- **Coordinate and implement the overall activities of TPA:**
 - Prepare and implement the annual action plan in coordination with the Country Director;
 - Manage the operational local staff and expatriates (especially branch managers, operation manager, engineers, partnership officer, software officer);
 - Ensure the respect of the TPA operation manual and suggest improvements if needed;
 - Structure and reinforce operations department;
 - Produce monitoring tools and reporting – dashboard, monthly reports, financial reports etc.;
 - Supervise operational audits.
- **Ensure the financial and organizational sustainability of the social company**
 - Establish and pilot the Business Plan in collaboration with the Country Director and the Fin & Admin Manager;
 - Monitor the economic indicators of TPA: income evolution, water consumption, water losses, collection rates, arrears, etc.;
 - Manage the Finance and HR local staff and expatriates (especially Fin & Admin Manager, consultants and the HR supervisor);
 - Manage and monitor all the expenses, incomes and processes;
 - Structure and reinforce administrative, financial and human resources departments;
 - Supervise financial audits;
 - Ensure the respect of the local regulation and rules;
 - Conduct an in-depth reflection in terms of human resources, technical and material means and improvement of the organization needed in the framework of the development of the activities and the company.
- **Maintain the local partnerships and community coordination**
 - In collaboration with W&L, work in close relationship with the community to ensure its mobilization and the smooth development of TPA activities;
 - Maintain and develop partnerships and good communication with local communities and local authorities;
 - Maintain and develop partnerships and good communication with partners and other stakeholders in Philippines in the field of the activity;
 - Conduct an advocacy for the recognition and the credibility of the TPA model with the state and local authorities;
 - Develop in collaboration with W&L Program Manager the local funding.
- **Develop and extend the activities of TPA**
 - Implement the expansion action plan of TPA (especially MOA signatures, network constructions, recruitments, opening etc.);
 - Work in close collaboration with W&L to develop and implement new projects and services of the social company.
- **Contribute in the strategic development of W&L and TPA in Philippines**
 - Take part in the meeting of the Board Committee of W&L and TPA;
 - Being a force of proposals in the reflection process of the Board Committee of TPA, W&L and Eau et Vie;
 - Share with his/her counterpart at the social company in Philippines and Ivory Coast.

REQUIREMENTS:

Education and Experiences:

- Minimum MBA/Master Degree in Economy, Project Management or similar field
- Minimum 5 years in Managerial Position
- Experience required in business and finance management
- Experience in project writing and tendering
- Experiences in Business Plan elaboration and monitoring
- Knowledge and/or experience on WASH programs and/or microcredit would be a strong asset
- Experience on multi-areas projects would be a strong asset
- Experience on inter-culturalism work environment would be a strong asset

Skills:

- Advanced computer skills
- Advanced communication skills
- Full professional proficiency in English
- Strong team motivation/spirit
- Strong analytical and reporting skills
- Strong leadership
- Strong autonomy
- Creativity, rigor and representations aptitudes
- Results oriented and challenge acceptance

Qualities:

The applicant must maintain confidentiality, use sound judgement and perform independently while performing the duties. As he/she will be part of the launch of a new project, he/she has to be multi-skilled and show his/her motivation to contribute to the achievement of the TPA/W&L overall objectives. The applicant must also demonstrate the following personal attributes:

- Strong motivation to work in development field and WASH
- Strong motivation to work on field
- Strong work Ethics
- Consistent performance
- Respectful
- Flexible
- Adaptability
- Challenge oriented