



Position Description

Position	Organising Coordinator – Organising Care with Care
Responsibility	Training and mentoring, campaign planning, project management and coordination, finance and administration and communications
Contract Duration:	1 January 2026 to December 2027
FTE	1.0
Salary	750'000 PHP - 880'000 PHP / YEAR (i.e. between 11k€ and 13k€ annually)
Employment conditions	Additional employment conditions as per the Global Framework Agreement for PSI staff
Location	Philippines
Reporting to	Regional Health Coordinator and Southeast Asia Subregional Secretary
Travel Requirements:	15% International travel, mainly within the South East Asia sub-region

Overall responsibilities:

The Organising Coordinator will be responsible for implementation of the program Organising Care with Care in Southeast Asia. The project will strengthen the capacity of health and care unions to organise, bargain effectively and advocate for quality public services. The organising officer will oversee the development of a feminist organising module, coordinate the delivery of national and sub-national trainings and support the development of organising strategies. The organising coordinator will provide tailored mentoring to participating union organisers throughout the 2.5-year project and ensure all reporting, monitoring and evaluation obligations are conducted.

Key Responsibilities:

1. Training and mentoring

- Support the development of a feminist oriented organising strategy and training module.
- Coordinate capacity building activities adapted to national situation and the needs of the unions.
- Provide mentoring and targeted support for union organisers in unions.

2. Project Management & Coordination

- Ensure all deliverables of the project, including narrative and financial reporting and compliance with the requirements of donors, Union Aid Aboard - APHEDA and Australian Government / DFAT, are met.

- Develop and implement a monitoring, learning and evaluation strategy, tools, methodologies and activities.
- Coordinate a project steering committee comprising PSI staff and affiliates.
- Coordinate advocacy meetings with policy makers together with appropriate unions and allies.

3. Finance and Administration

- Oversee project funds and maintain required project administration in compliance with PSI and Australian Government / Union Aid Abroad – APHEDA rules.
- Prepare the financial reports of the project.

4. Communications

- Prepare internal and external communication relating to the program.
- Prepare reports for donors and PSI and EI governing bodies.
- Provide media content for mainstream and union-targeted communication.

The list of defined tasks is not exhaustive. Other tasks may be assigned by the Health Coordinator, Sub-Regional Secretary and Regional Secretary.

Supervision:

The position reports to the Asia Pacific Health Coordinator and Subregional Secretary.

Main Functional Links:

The Project Coordinator will work closely with:

- PSI Asia Pacific Regional Secretary
- Programme Steering Committee
- Indonesian Programme Coordinator
- Union Development Officers in Head Office of PSI

Key Selection criteria:

Qualifications

- A degree in a relevant area or equivalent experience.

Knowledge and Qualities

- Knowledge of labour organising methods, feminist approaches to labour organising and adult education approaches
- Familiar with trade union environment in the Philippines and Indonesia and ability to adapt organising strategies to their context.
- Proven commitment to trade unionism, gender equality and quality public services
- Strong time management and task coordination skills

Experience

- At least five (3) years of experience in leading organising programs and campaigns preferably within the trade union movement or civil society.
- At least five (3) years' experience in project management, including demonstrated knowledge of project cycle and monitoring and evaluation.

Language skills

- Excellent English communication skills (oral and written).
- Indonesian language skills an advantage

To Apply

Applications should include a CV and cover letter with a statement addressing all selection criteria sent to angielyn.santos@world-psi.org by **30 November 2025**. Please use the subject line "Application: Organising Care with Care Coordinator."