

## Terms of Reference: Project Support Officer

<b>Location</b>	Manila, Philippines
<b>Duration</b>	1 year, with the possibility of extension
<b>Position Status</b>	National position – Philippines-based
<b>Supervisor / Manager</b>	Country Manager
<b>Performance Management and Reporting Framework</b>	ASEAN-ACT Remuneration Framework for National Positions
<b>Deadline for application:</b>	16 February 2026

### About the Role

The Project Support Officer will work collaboratively with country staff and the Operations Team to assist in project delivery, supporting planning, design, implementation, monitoring and reporting. The position will provide assistance to national government and non-government stakeholders and perform logistics and administration duties in support of project delivery.

The role is best suited to a proactive and well-organised team player who has experience in project development and implementation.

### About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia’s long-running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a 10-year investment principally working to strengthen the justice sector response to trafficking in persons while advancing the rights of victims. The program has established new partnerships with allied government agencies, civil society, and businesses. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and implemented in collaboration with ASEAN-ACT’s partners and stakeholders.

# Specific Duties

The Project Support Officer will be responsible for:

## **Program Implementation:**

- Support project teams in the development and delivery of project activities involving Philippines, ensuring they are implemented effectively and efficiently.
- Provide support for preparation of materials for workshops, meetings and events, taking meeting minutes as required, and drafting of correspondence.
- Support in the facilitation of meetings, workshops, and events.
- Lead in organising logistics for program-related events, activities, and program-related finances.

## **Program Monitoring and Reporting:**

- Support monitoring and reporting of project/activity progress against relevant outputs and outcomes in accordance with the program's monitoring, evaluation and learning procedures.
- Support in working with the ASEAN-ACT communications team on communication tasks, assisting in the implementation of communication activities at the country level.
- Support in keeping track of TIP emerging trends and changes in CTIP laws, policies and practice, and communicate development with the team.
- Support country team reviewing operational country-level risks, respond to incidents (e.g. security, safety, fraud, reputational, etc) and ensure compliance with the child protection and safeguards framework.

## **Stakeholder Engagement:**

- Develop and maintain excellent working relationships with all government and non-government stakeholders, based on mutual accountability and respect.
- Support general secretariat support for meetings led by or co-hosted by ASEAN-ACT Philippines and program partners, including preparation of draft agendas, taking minutes and recording outcomes.

## **People and Culture**

- Champion victim rights and GEDSI across all project activities and promote culturally sensitive and respectful communications.
- Foster a culture that promotes learning, sharing of ideas, professional development and analytical thinking.
- Demonstrate and champion compliance with DT Global's policies and procedures.

# Selection Criteria

## **Qualifications**

- Bachelor's degree in a relevant field (e.g. business administration, project management social sciences, social work, international studies, international development, human rights laws, laws, political science) with at least of two years of relevant working experience in international or cross-cultural environment.

## **Required Experience, Knowledge and Skills**

- Excellent coordination, organisational, and problem-solving skills including the ability to plan and meet deadlines;
- Strong interpersonal and communication skills with experience in cross-cultural and international settings, adept at building working relationships with government and non-government stakeholders.
- Competent information technology skills, including use of available tools to support project activities and its implementation.
- Proficiency in written and oral English language;
- An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality, disability and social inclusion in program activities, is desirable;

- An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking is desirable;
- Familiarity with local context in relation to justice system preferred.

## How to Apply

For further information and instructions on how to apply, please visit: <https://bit.ly/AACTPSOPHApply>

**APPLICATIONS CLOSE Monday, 16 February 2026 11:59 pm (MNL time)**

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

## Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

## About DT Global

[DT Global](#) works in partnership with communities, governments, and the private sector to deliver innovative solutions that transform lives. DT Global - launched in 2019 - is built on legacy companies AECOM's International Development Services Sector, Development Transformations, IMC Worldwide, and Cardno International Development. To fulfill its profit-for-purpose mission, DT Global is a key donor to the DT Institute, an independent not-for-profit organization, in support of DTI's efforts to test new ideas or expand on donor partner priorities to improve as many lives as possible.

Our global team of 2,500 staff and experts work in over 90 countries. We bring over 60 years of experience, relationships, and technical excellence to improve lives on behalf of our partners, clients, and stakeholders. We aim to maximize sustainable development impact across a wide range of practice areas, including Conflict Prevention, Stabilization & Transition; Economic Growth; Environment & Infrastructure; Governance; and Human Development. Together, we aim to positively impact 500 million lives by 2045.

