

We're HIRING!



Project Assistant for Knowledge Management

PEF is seeking a service provider to support the Knowledge Management Team in implementing its projects from **October 2025 to March 2026**, with the possibility of extension. The engagement will primarily involve the following tasks, with additional assignments as may be required. The consultant is expected to report onsite at the PEF Main Office three to four times a week and participate in fieldwork activities as needed:

- Assist in the preparation and implementation of KM activities for PEF's 25th anniversary
- Design and co-facilitate internal knowledge enrichment sessions
- Migrate PEF's knowledge products to a new repository
- Document meetings and learning sessions
- Perform logistical and administrative support, as may be needed by the KM team

Qualifications

- a. Education: Bachelor's degree in Social Sciences, Communications, or a related field
- b. Experience: At least 1-2 years of relevant work experience in project assistance, research, or knowledge management (experience in the development sector is an advantage)
- c. Skills:
 - Strong research, documentation, and facilitation skills.
 - Proficiency in Microsoft Office as well as digital collaboration and layout tools
 - Good organizational and time management skills, with attention to detail

Interested applicants may email their application letter, sample works and updated CV at **danica.soliman@pef.ph**. Deadline of application is on **October 15, 2025**.