

## Position Description

Country Office: **CARE Philippines**  
Position Title: **Partners for Resilience Project Manager**  
Type (select one): **New**

### Job Summary

The Partners for Resilience (PfR) Project Manager is responsible for managing the Partners for Resilience 2016-2020 project. The PfR Project Manager reports directly to Integrated Risk Management Director. The Partners for Resilience 2016-2020 project is being implemented in the Philippines by an alliance of five Netherlands-based humanitarian, development and environmental organizations, namely CARE Nederland, Netherlands Red Cross, Red Cross/Red Crescent Climate Center, Wetlands International and Cordaid, and their respective local implementing partners. The duration of the PfR Project is from 1 January 2016-31 December 2020.

Between 2016 and 2020, the PfR in the Philippines will build capacity and engage in policy dialogue to integrate Disaster Risk Reduction, Climate Change Adaptation and Environmental Management and Restoration in planning, policies and programmes of national, provincial and municipal governments and the private sector. Specifically, the PfR alliance will pursue four trajectories in order to contribute to the overall programming objectives of PfR:

1. Harmonize the principal implementing rules and regulations and other relevant policy instruments on disaster risk reduction management, climate change and environmental and coastal management, for the purposes of promoting an enabling environment for the adoption of IRM
2. National government agencies, local government units and multi-stakeholder alliances and platforms mainstream IRM in inclusive planning guidelines, local development plans and landscape- wide, multi-stakeholder alliance plans.
3. The private sector increases investment and practice in IRM
4. Increase access of target LGUs and CSOs to different funding opportunities that support IRM initiatives

CARE and its local implementing partner(s) will be responsible for leading the whole Alliance in accomplishing the outputs and achieving the outcomes for trajectory number 2, mainstreaming IRM in local development plans. CARE and partners will also support other Alliance partners realize the three other trajectories.

The Netherlands Ministry of Foreign Affairs (donor) has asked Partners for Resilience to participate in, and complement the Manila Bay Sustainable Development Master Plan (MBSDMP) formulation, a joint initiative of the National Economic Development Authority (NEDA) of the Government of the Philippines and the Netherland Ministry of Foreign Affairs (MOFA). Relevant PfR costs in the participation and complementation will be presented as part of MOFA financial contribution to the MBSDMP. PfR engagement also presents an opportunity to demonstrate mainstreaming of Integrated Risk Management

in a master plan whose coverage spans Metro Manila, parts of Central Luzon and CALABARZON regions. CARE and its local implementing partner(s) are in the best position to lead PFR engagement in MBSDMP being operational in the Malabon-Navotas-Tullahan-Tinajeros river system. It also leads work on mainstreaming IRM in guidelines and local development plans and landscape-wide (e.g. MANATUTI and Manila Bay) plans.

## Responsibilities and Tasks

### **Job Responsibility 1. – Focal Point of PFR Philippines for MBSDMP (60% of time)**

The PFR Project Manager shall be the focal point of PFR Philippines for all engagements related to the Manila Bay Sustainable Development Master Plan. Supervised directly by the IRM Director, s/he will perform the following tasks:

1. Act as PFR Philippines' contact point for The Netherlands Embassy in Manila for all matters related to MBSDMP;
2. Act as PFR Philippines, contact point for Deltares, Local Experts Team (LET) and NEDA regarding all matters related to MBSDMP;
3. Expeditiously relay to PFR Philippines members all communications, concerns and issues received from The Embassy, Deltares, LET and NEDA, and ensure that corresponding PFR actions are taken in a timely and appropriate manner;
4. Participate in all activities of the MBSDMP, and ensure that PFR partners, including local implementing partners, are able to participate in appropriate MBSDMP activities;
5. Work with local partner(s) in ensuring that local government units, communities and multi-stakeholders platforms and informed and able to participate in appropriate activities of the MBSDMP.
6. Actively gather information about MBSDMP and share these with PFR partners, including local implementing partner(s).
7. Facilitate informed participation of local partner(s) in appropriate MBSDMP activities.

### **Job Responsibility 2. - Management of the PFR Project (25% of time)**

The PFR Project Manager, working with local implementing partner(s), will lead the planning, budgeting, implementing, and MEAL activities of the Partners for Resilience 2016-2020 project. Supervised directly by the IRM Director, s/he will perform the following general tasks:

1. Work with local partner(s) in preparing annual plans and budgets in consultation Alliance members through the Country Team;
2. Co-represent, with the IRM Director, CARE and implementing partner(s) in the PFR Philippines Country Team;

3. Exercise oversight in local partner(s) coordination, and engagement with key national government agencies, local government units, civil society organizations and private sector organizations in dialogue develop and promote IRM policy, practice and investments;
5. Assist local partner(s) in the capacity building and IRM mainstreaming activities of the Malabon Navotas-Tullahan-Tinajeros (MANATUTI) River Basin Alliance;
6. Oversee the consolidation, documentation and dissemination by partners of existing evidence of IRM practice and learning accumulated during PfR 2011-2015;
7. Link documentation of evidence of IRM practice and learning with, and support the Resilience and Innovation Learning Hun (RILHUB) activities;
8. Work with local partner(s) in capacity building activities for CARE partners, PfR Alliance partners, and targeted national government agencies, local government units, and civil society organizations;
9. Provide oversight to project communications, information and visibility activities;
10. Support the IRM Director and CARE in identifying opportunities and developing new IRM projects that build PfR accomplishments;
11. Collaborate with partner(s) and CARE Finance in monitoring the project budget to ensure proper spending and to avoid overspend.
12. Lead the project team in preparing regular (monthly) updates for presentation to the Country Team, and project narrative and financial reports for submission to CARE Nederland, which frequency of submission is defined by the IPIA signed between CARE Philippines and CARE Nederland;
13. Coordinate with Alliance members, through the Country Team, the identification, planning and implementation of activities in support of the three other trajectories;
14. Help in clarifying and promoting the concept and practice of IRM, its approaches, methodologies and tools among partners, CO staff, government, private sector and DRR and emergency response organizations;

**Job Responsibility 3. - Support development and implementation of other projects (15% of time)**

15. At the request of the immediate supervisor or the country director, support development of new project proposals in accordance with the mandate of CARE Philippines.
16. At the request of the immediate supervisor or the country director, participate in the disaster needs assessment activities, and support start-up of new disaster response, rehabilitation or disaster risk reduction activities.
17. Work with other project leads to support mainstreaming of IRC activities in other projects and activities.

## Problem Solving

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

The position will require all three types of problem solving at different stages, but will mainly be faced with the second and third types.

## Qualifications

### Education

*Required:* College degree in the social sciences, physical sciences or interdisciplinary studies

*Desired:* Postgraduate degree in the above studies.

### Experience

*Required:* Minimum five years in the following fields: integrated risk management, disaster risk reduction (DRR), climate change adaptation (CCA), ecosystem management and restoration (EMR), humanitarian and emergency response; three years of which is proven record of experience in integrated risk management or the incorporation of DRR, CCA and EMR

*Desired:* At least 3 years of cumulative experience in IRM or the integration of DRR, CCA and EMR approaches, or similar integrative approaches.

- Familiarity with the application of community-based, rights-based and other approaches
- Experience working with high-risk communities, local government units, national government agencies, academic and research institutions, civil society organization, private sector organizations and donors
- Experience in managing learning activities
- Experience in project development, fund-raising and donor relations

### Skills

Technical Skills such as languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

*Required:*

- Strong management, coordination and mentoring skills, especially with cross-cultural groups under difficult field conditions.
- Ability to work independently as well as in a team setting.

- Ability to set priorities for self and team, and ensure these priorities are addressed.
- Ability to keep focused on the overall CARE strategy while developing programs that are sensitive to cultural, gender and political realities of the workplace.
- Strong leadership, coordination and analytical skills.
- Strong research and Monitoring, Evaluation and Accountability skills.
- Good negotiations skills
- Good training management skills
- Good communication and presentation skills.
- Ability to work under stressful conditions.
- Fluent in verbal and written English.

*Desired:*

- Adult training skills.
- Good computer skills.
- Fundraising and donor-relations skills

**Competencies**

- Respect, Integrity, Excellence, Diversity
- Building Partnerships - identifying opportunities and establishing effective relationships between one area and other areas, teams, departments, units, or other organizations to help achieve CARE's objectives.
- Developing Teams - using appropriate methods and flexible interpersonal style to help build a cohesive team, facilitating the completion of team goals.
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- Initiating Action - Taking prompt action to achieve objectives; taking decisive action to achieve goals in times of uncertainty or in fluid contexts; being proactive.
- Innovation - Generating innovative solutions; trying different and novel ways to deal with work challenges and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions.
- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- Stress tolerance - Maintaining effective performance under pressure or adversity; handling stress in a manner that is consistent with CARE's core values.

**Freedom to Act / Impact:**

PRIME (takes full and total responsibility)

**General Accountability:** Review and recommend for approval partner proposals and budgets. Approve no-cost modification requests from CARE partners. Review and approve partner and care project reports.

**The position's level of autonomy for determining staffing of its area of responsibility:** Responsible for staffing recruitment and management reporting to the position

**Contacts/Key Relationships**

*Internal:* CARE Philippines Senior Management Team and staff – for reporting and coordination of work

*External:* LOCAL IMPLEMENTING PARTNERS (ACCORD, AND POTENTIALLY OTHERS): implementation

LOCAL GOVERNMENT UNITS, NATIONAL GOVERNMENT AGENCIES, CIVIL SOCIETY ORGANIZATIONS, ACADEME AND PRIVATE SECTOR: coordination

**Living Conditions:**

Location: Quezon City, Philippines

Expected percentage of time traveling: 50%

Special Conditions: none

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For interested applicants, kindly submit a letter of application and updated CV to [careers.phl@care.org](mailto:careers.phl@care.org).

Only shortlisted applicants will be contacted for interviews.

For more information about CARE Philippines, visit [www.care-philippines.org](http://www.care-philippines.org) and [www.care.org](http://www.care.org).