



## Position Description

<b>Country Office:</b>	<b>CARE Philippines</b>
<b>Position Title:</b>	<b>Resilient Livelihoods Officer</b>
<b>Type (select one):</b>	<b>New</b>
<b>Incumbent's name (if applicable):</b>	
<b>Date submitted to HR:</b>	<b>13 February 2020</b>
<b>Grade assigned:</b>	
<b>Duration of Assignment:</b>	<b>01 March 2020 – 31 December 2021</b>

### Job Summary

CARE Philippines is implementing “Increasing the Resilience to Natural Hazards”, a 30-month project focused on strengthening disaster preparedness and risk reduction capacities of vulnerable barangays and municipalities. Together with Assistance and Cooperation for Community Resilience and Development (ACCORD), Cordillera Disaster Response and Development Services (CorDis RDS), Leyte Center for Development, Inc (LCDE), and Agri-Aqua Development Coalition (AADC), the project will improve capacities of communities and vulnerable groups through developing early warning and disaster risk reduction mechanisms; developing resilient livelihood strategies for extremely poor, female headed households, and; enhancing disaster and climate risk governance.

The project will be implemented in selected areas in Cagayan, Mountain Province, Northern Samar, and Surigao del Sur.

The **Resilient Livelihoods Officer** ensures the implementation of resilient livelihood components of the project. S/he leads and support the project partners in the conduct of capacity development activities for livelihoods. S/he supports overall project reporting by providing updates on the status of the project's performance indicators with relation to resilient livelihoods to the Project Manager and Project Steering Committee.

### Responsibilities and Tasks

#### **Technical Support (70% of time)**

1. Provide leadership in project activities and approaches in relation to resilient livelihoods;
2. Develop capacity development strategy for the project, ensuring alignment with IRM principles and and core themes of the project;
3. Ensures that CARE Gender, Resilience, and Governance Markers are integrated and met in the project activities;
4. Provides guidance to partners in the implementation of all livelihood activities;
5. Build the capacity of all relevant team members to deliver livelihood trainings and monitoring of outputs and commitments;
6. Develop tools, modules, and other materials supporting to livelihood training, to be used by project partners and related stakeholders;
7. Develop systems and tools for monitoring and evaluation of resilient livelihood activities, together with the MEAL Officer;
8. Support in the development of and monitoring of assessment-driven project pivots, as needed;
9. Participate in the facilitation of strategic planning sessions, contribute to the development of annual work plans;
10. Represent the project and CARE with local, sub-regional, and national partners as resilient livelihood specialist in residence / thematic expert;

### **Documentation and Reporting (30% of time)**

1. Document capacity building activities, outputs, learning, good practices and innovations; ensure means of verification are available, maintained, and easily accessed;
2. Provide support to MEAL in their conduct of project outcome monitoring, evaluation, and learning activities;
3. Provide support to communications and advocacy efforts of the project, which may include organizing trainings, information sharing, and knowledge sharing events;
4. Provide inputs in support to project report and other project information materials;
5. Perform other duties as assigned.

### **Problem Solving Skills**

*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. Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.*

The Resilient Livelihoods Officer is expected to present all three levels of problem-solving at various stages of the project, although s/he will mainly be faced with the second and third types, considering the project outcomes, outputs and key activities have already been defined; activities would have to be adapted to the context and needs of the partner communities.

### **Qualifications and Requirements**

**Education/Training:** *(Desired):* University degree, in agriculture, agribusiness management, agricultural economics, business management, environmental science, natural resource management, or related field; post-graduate degree a plus; or equivalent combination of education and work experience

**Experience:** *(Desired)* Minimum of three years' experience in social enterprise development or capacity development programs for community-based livelihood/enterprises development, ideally in the context of disaster risk reduction, climate change

**Technical Skills:** *(Required)* strong entrepreneurial skills and values; demonstrated ability to synthesize business concepts and to rapidly make sound and pragmatic recommendations for project improvement; demonstrated understanding of disaster risk reduction, climate change adaptation, ecosystems management, and resilience; demonstrated understanding of gender and protection mainstreaming and issues of vulnerabilities; knowledge of quantitative and qualitative research methodologies; ability to develop capacity development interventions; good facilitation skills; demonstrated experience in partner capacity building; strong coaching and mentoring skills; advanced report writing skills in English; good communication and presentation skills; good interpersonal skills; good computer skills

### **Competencies:**

- Accountability – seek and considers participation and feedback
- Commitment to continuous learning
- Strategic decision making – the skill and ability to quickly assess the situation, and make decisions that will move project initiatives towards achieving intended outputs and outcomes

- Ability to work independently and well as in a team setting
- Initiating Action - Taking prompt action to achieve objectives; being proactive.
- Innovation - Generating innovative solutions; trying different and novel ways to deal with work challenges, opportunities, and probable consequences; 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.
- 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.
- 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.
- Teamwork - using appropriate methods and flexible interpersonal style to help achieve a cohesive team, facilitating the completion of team goals.

**Freedom to Act / Impact:**

PRIME- takes full and total responsibility in capacity building in Resilient Livelihoods

CONTRIBUTORY - provides support and contributes to the overall success in Project Reporting, Program Design and Strategy

**General Accountability:**

*List the types of decisions the jobholder can make without prior approval: None*

**Financial Accountability**

*Provide detail as to the financial impact and magnitude of this position: None*

**Contacts/Key Relationships**

*List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.*

**Internal:**

Project Manager – reporting to  
 Project Team – work coordination  
 CARE Philippines Staff

**External:**

CARE Germany / SKala Initiatives – work coordination

**Living Conditions**

Location:	Quezon City
Expected percentage of time traveling:	up to 60%
Special conditions:	none