<table>
<thead>
<tr>
<th>Position:</th>
<th>Monitoring, Evaluation, Accountability and Learning (MEAL) Officer</th>
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<tbody>
<tr>
<td>Project/Emergency Response:</td>
<td>Immediate and Comprehensive Response for Communities Affected by Typhoon Rai (Odette) in the Philippines</td>
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<tr>
<td>Grade:</td>
<td>C</td>
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<tr>
<td>Reports to:</td>
<td>Project Manager</td>
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<tr>
<td>Work Location:</td>
<td>Caraga region with frequent travels to Palawan</td>
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<tr>
<td>Directly Supervises:</td>
<td>None</td>
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| Key Responsibilities: | **Major Responsibilities:**

- Ensure implementation of MEAL systems, including MEAL framework and design of methodologies and tools, plans, reporting requirements, reporting process flow
- Conduct regular monitoring visits and assessments to project sites; provide feedback results and recommendations from monitoring and evaluation activities; provide quality assurance in monitoring based on required standards; lead in post-distribution monitoring activities
- Participate in strategic planning sessions, contribute to the development of work plans.
- Provide guidance and support in monitoring and evaluating gender equality, inclusion, protection, environmental impact, and integrated risk management results throughout project implementation.
- Contribute to the writing of program and donor reports.
- Ensure accountability instituting feedback and complaints mechanisms in the project areas and ensure that partners adhere to the accountability measures as well.
- Rollout reporting templates and monitoring tools that facilitate the gathering, organization, analysis and interpretation, and use of information in programs.
- Ensure that data collection, analysis and use are manage appropriately and to the required standards.
- Contribute to CARE’s adaptive management processes by providing data and information in a timely manner.
- Contribute to knowledge management with good practices in MEAL.

**Common responsibilities within CARE Philippines:**

- Comply with all relevant CARE Philippines policies and standard procedures.
- Promote a strong team environment by contributing ideas, listening to others and willingly taking on tasks that fall outside of this job description as directed by an employee with the appropriate delegation.
- Work constructively with colleagues in other departments and teams to promote the objectives of the organization.
- Demonstrate an on-going commitment to gender equality and diversity.
- Promote a safe and secure work environment; foster a safety and security culture and ensure compliance with CARE Philippines safety and security policies and procedures.
- Build relationship with CARE staff and potential suppliers.

| Qualifications & Experience: | • A bachelor degree graduate of any related discipline.  
• A minimum of 2-3 years humanitarian experience. |
Program
HRD - Job Description (short version)

- Demonstrated ability to understand the humanitarian needs and provide analysis of the humanitarian situation.
- Demonstrated ability to work autonomously and as part of a small and diverse team.
- Demonstrated experience of integrating gender, diversity, protection, environmental impact, and integrated risk management issues into humanitarian response interventions.
- Experience in monitoring and preparation of regular narrative reports with the standards required by CARE and Donors.
- Demonstrated analytical skills and the ability to prepare clear and concise reports.
- Well-developed organizational and time management skills, ability to respond effectively to challenges, manage workflows and balance competing priorities.
- Demonstrated awareness and sensitivity to gender and diversity and the ability to work in diverse cultural contexts in a culturally appropriate manner.
- The position involves extensive travel to designated field and other areas as may be required.

**Technical Competencies:**

- Thorough understanding of the development and NGO sector
- Supervision skills
- Effective communication skills (English & local language)
- Liaisoning skills
- Decision making skills
- Coaching skills
- Problem-solving skills
- Analytical skills
- Leadership skills

**Behavioral Competencies:**

- Resilient
- Patient
- Trustworthy
- Honest
- Solution provider
- Understands other’s perspectives
- Team player
- Creative
- Core Values: Transformation, Integrity, Diversity, Equality, Excellence

**How to apply:**
Send latest CV and letter of intent to ansherina.talavera@care.org. Only shortlisted applicants will be contacted.

"CARE is a diversity-promoting organization that draws strength in, and builds opportunities for, a well-represented work force. Women are highly encouraged to apply, as well as talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuses, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment."