Position: Project Manager  

<table>
<thead>
<tr>
<th>Project/Emergency Response:</th>
<th>Abra Earthquake Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>E</td>
</tr>
<tr>
<td>Reports to</td>
<td>Program Manager for ECHO Actions</td>
</tr>
<tr>
<td>Work Location:</td>
<td>Abra Province</td>
</tr>
<tr>
<td>Directly Supervises:</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Key Responsibilities:**

- Major Responsibilities:
  - Provide leadership and direction to CARE and partners’ implementation, and ensure the achievement of project outputs and outcomes
  - Directly work with staff of local partners composing the project team
  - Facilitate access to multi-sector and thematic inputs, and technical capacity building of staff and partners
  - Coordinate with other humanitarian actors and map geographic and sectoral/thematic areas of implementation across donors for purposes of synergy, complementation and avoiding wasteful overlaps in the delivery of services
  - Engage local government units in dialogue and partnerships and leverage various kinds of support available that can contribute to the delivery of comprehensive multi-sectoral assistance to local populations affected by Typhoon Odette
  - Lead the preparation of CARE and partners’ monthly, quarterly, interim and final narrative and financial reports of the project
  - Convene regular meetings of the project team
  - Ensure program quality, accountability, and M&E systems are in place.
  - Lead the CARE and partners’ team in working for integration of age, gender, disability and social inclusion in the sectors of intervention
  - Ensure that appropriate climate, environment, and resilience measures are integrated in sectoral interventions
  - Ensure that standard communication and visibility activities are implemented
  - Assist in generating information that will be regularly shared with the donor
  - Ensure good working relationship with local partners implementing the project
  - Represent CARE and local partners in coordination meetings called by UN, government, and other INGO/NGO agencies as well as other important functions.

**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 ongoing 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 positive working relationships with CARE staff and potential suppliers.

**Qualifications & Experience:**

- A bachelor’s degree in the social sciences, physical sciences or interdisciplinary studies
- A minimum of three (3) years experience in similar position and responsibility
- Onboard immediately after hiring confirmation.
- Experience working in ECHO-funded projects, and knowledge of ECHO funding guidelines, including financial rules and communications, visibility and information guidelines (preferred but not required)
- Demonstrated ability to understand the humanitarian needs of women, children, men, and people with disabilities affected by Typhoon Rai and provide analysis of the humanitarian situation.
Program
HRD - Job Description (short version)

- Demonstrated ability to work autonomously and as part of a small and diverse team.
- Demonstrated experience of integrating gender and diversity issues in the program implementation.
- 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 the designated field areas as may be required.

Technical Competencies:
- Thorough understanding of the development and NGO sector
- Gender and inclusion skills
- Effective communication skills (English & local language)
- Good communication, interpersonal (and working with diverse cultures) and coaching skills.
- Problem-solving skills
- Analytical skills with attention to detail
- 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 and careers.phl@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 workforce. Women are highly encouraged to apply, as well as the 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 abuse, 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."