Position Description

Country Office: CARE Philippines
Position Title: RILHUB Project Officer
Type (select one): New
Incumbent’s name:
Date submitted to HR:
Grade assigned: One year contract, with the possibility of extension

Job Summary (provide background and a short summary of the position)
The RILHUB Project Officer is responsible for co-developing the learning agenda of the country office, identifying and addressing critical knowledge gaps of CARE CO, stakeholders, and partners, and managing the Resilience and Innovation Learning Hub (RILHub) for CARE Philippines and partners. The role also requires data and information management for training and capacity-building activities, as well as knowledge and expertise transfer, and packaging and dissemination of lessons learned. The RILHUB Project Officer is also expected to process, organize, and interpret data into information to inform and enhance CARE proposals, projects, programs, and donor engagement. The RILHUB Project Officer will be working closely with the MOVE UP Project Manager to document experiences and lessons on disaster preparedness, anticipatory action, rapid response, humanitarian-development-peace nexus to inform local actions, support evidence-based advocacy, and for learning exchanges in the Philippines and in the Asia-Pacific region.

The RILHUB Project Officer will manage the RILHub and form partnerships among the academe, private sector, and civil society organizations to develop the platform for building resilience to various types of shocks and stresses in the country, including those from a changing climate, disasters, conflicts, and environmental degradation. It is a critical element of CARE’s engagement in the Philippines and seeks to multiply the impact of our activities and interventions by creating and consolidating knowledge and innovations at the nexus of development, peace, and humanitarian activities for increasing resilience. RILHUB has both a physical and virtual presence and it seeks to strengthen existing and build new partnerships with different types of organizations, government agencies, commissions and leads on knowledge creation, and catalyzes innovations internally and externally around building resilience for poor and vulnerable women, girls, men, and boys. The RILHUB Project Officer will work closely with the Partnership Coordinator and the members pf the Humanitarian Partnership Platform along with other ongoing projects at CARE Philippines. The role will also require engagement with regional, national, and possibly global conversations on building resilience with groups like CARE’s Climate Change and Resilience Teams.

Responsibilities and Tasks
Describe the major responsibilities, principal tasks, competencies, and end results for which the position is accountable (limit responsibilities to five). Include WHY it is done and the impact on the organization. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility during a typical year.

Job Responsibility – Management of the Resilience Innovation and Learning Hub and Knowledge Management for the CARE Philippines Country Office 50% of time
The RILHUB Project Officer will lead and support the full operationalization of RILhub. Supervised directly by the MOVE UP Project Manager, s/he will perform the following tasks:
1. Lead in the management and growth of the RILHub website and knowledge center by working closely with other CARE projects, and HPP partners by providing and developing necessary content;
2. Update and maintain the RILHUB knowledge and data repository which include but are not limited to the catalog of materials, the directory of subscribed audiences, and others of the like;
3. Organize learning and sharing sessions both through online and in-person platforms: webinars, fora, and conferences;
4. Handle the social media accounts of RILHUB by creating and implementing a social media plan;
5. Implement RILHub activities as well as annual reporting, future planning, and resource mobilization;
6. Support in developing and commissioning studies and research aimed at creating evidence and filling important knowledge gaps for implementation of resilience-building by RILHub partners together with the MOVE UP Project Manager;
7. Collaborate internally with ongoing projects (MOVE UP, Typhoon Rai Response, and other CARE projects) and the Humanitarian Partnership Platform of CARE Philippines to create knowledge products, identify opportunities for collaboration, fill knowledge gaps and develop and consolidate resilience-building approaches, methodologies, and tools;
8. Externally, establish and sustain linkages with partners, academic and research institutions, national government agencies, local government units, communities, civil society organizations, and the private sector to develop and promote policies, practices, and investments for decreasing disaster risks, increasing climate change adaptation, and preventing environmental degradation;
9. Support in clarifying and promoting the concept and practice of increasing resilience, such as building methods, tools, and approaches for implementing integrated approaches to disaster risk reduction, climate change adaptation, and environmental stewardship among partners, CO staff, government, private sector, and DRR and emergency response organizations in national and international conferences, forums, research colloquiums, and other physical platforms as needed;
10. Support the integration of resilience building (IRM) into CARE projects and programs;
11. Lead in producing external-facing learning reports and resources which may include but are not limited to end line reports, rapid gender analysis, and other research CARE Philippines is leading on and developing and implementing dissemination plans for such resources;
12. Utilize project information to produce reports and KM products such as infographics and project briefers.

Job Responsibility – Develop CO Learning Agenda and Capacity Development of Partners  20% of time
1. Collaborate with the Partnership Coordinator (HPP), MEAL Manager, Comms, Gender focal points in developing the learning agenda of the CARE Country Office
2. Create a Knowledge Management Plan to fill gaps in knowledge and skills and generate new evidence that can be used to capacitate CARE staff and partners;
3. Conduct partner consultation in the development of the learning agenda and Knowledge Management Plan;
4. Enhance program quality by setting knowledge and information priorities;
5. Collaborate with teams to streamline producing KM materials for project end activities.

Job Responsibility – Partnership and Networking  20% of time
1. Collaborate with the Partnership Coordinator (HPP) and CARE Communications and Knowledge Specialist in implementing and strengthening knowledge management strategies and platforms;
2. Coordinate with communications focal of CARE projects and partners for the consolidation, documentation, and dissemination of existing evidence of resilience-building practice and learning;
3. Collaborate with partners to create written knowledge products aimed at generating and sharing successes, challenges, innovations, and learning;
4. Coordinate with partners the organization of regular learning activities, both remote and face-to-face, including conferences, roundtable discussions, and learning visits;
5. Support capacity-building of partners and CARE Staff on increasing resilience and the integration or mainstreaming of resilience building to different shocks and stresses in their programming;
6. Ensure CARE Safeguarding Policies on Partnership are observed and practiced;

**Job Responsibility – Report Writing and Other Administrative Tasks**

10% of time

1. Support data consolidation and report writing
2. Stocktaking of correspondences, meeting minutes, and written/media documentation of RILHUB and RILHUB-related activities including training, workshops, forums, etc.
3. Support in facilitating administrative requirements such as finance and logistics
4. Perform other tasks as assigned.

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

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

**Qualifications (Know-How).** Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization’s expectations for job performance. Also include the education, experience, and skills desired for the position.

**Education/Training** (e.g. high school diploma; college degree (specify major/minor); specialty (CPA, Midwife, etc.). Include the following phrase when possible: “or equivalent combination of education and work experience”)

**Required:** College degree Knowledge Management; or a degree in related fields, preferably combined with short or diploma courses in knowledge management

**Desired:** Postgraduate degree in the above studies.

**Experience:** Number of months/ years of previous professional experience in a similar position

**Required:**
- Minimum five years in the following fields: disaster risk reduction, climate change adaptation, ecosystem management, and restoration, humanitarian and emergency response; three years of which is proven record of experience in communications, creating knowledge products, and sustaining partnerships.

**Desired:**
- At least 3 years of cumulative experience in Knowledge Management
● At least 3 years of cumulative experience in disaster risk reduction, climate-smart disaster risk reduction, ecosystem-based disaster risk reduction, or ecosystem-based adaptation.
● 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 organizations, private sector organizations, and donors
● Experience in managing local and international, remote, and face-to-face learning activities
● Experience in project development, fund-raising, and donor relations
● Experience in partnership development or in managing multiple partners to deliver common goals.

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

Required:
● Ability to work independently as well as in a team setting.
● Strong research and Monitoring, Evaluation, and Accountability skills.
● Good communication, presentation, and social skills.
● Ability to meet deadlines and to work under stressful conditions.
● Excellent command in verbal and written English.
● Knowledge in creating inclusive and cohesive knowledge products
● Up-to-date with the latest social media and internet trends

Desired
● Strong management, coordination, and mentoring skills, especially with cross-cultural groups under difficult field conditions.
● Good training and facilitation skills
● 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.
● Fundraising and donor-relations skills
● Mastery of various editing platforms such as Adobe suite and Canva

Competencies - Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.

● Respect, Integrity, Excellence, Diversity
● Support in building and strengthening 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.
● 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 (Please select the level of responsibility and contribution):

CONTRIBUTORY (provides support and contributes to the overall success)

General Accountability: List the types of decisions the jobholder can make without prior approval.
Review and recommend for approval partner proposals and budgets. Review and recommend for approval partner and CARE project reports.

Describe this position’s level of autonomy for determining to the staff of its area of responsibility.

Financial Accountability
No financial approval authority

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 the title of the contact person/people.

Internal:
MOVE UP Project Manager – RILHUB development
Integrated Risk Management Director – next level supervision
CARE Philippines Information, Communication and Knowledge Specialist, and the MEAL staff
CARE Philippines SMT and other staff – for coordination of work
CARE Nederland, CARE USA, and CCRP – for coordination of RILHUB related activities
Humanitarian Partnership Platform – partnership and capacity building

External:
LOCAL IMPLEMENTING PARTNERS (ACCORD, AADC, CORDIS, LCDE, etc.): coordination.
LOCAL GOVERNMENT UNITS, NATIONAL GOVERNMENT AGENCIES, CIVIL SOCIETY ORGANIZATIONS AND PRIVATE SECTOR: coordination

Living Conditions
Describe the location of work, expected percentage of travel, special conditions that apply to the position.
Location: Quezon City, Philippines
Expected percentage of time traveling: 20%
Special Conditions: none