SharePoint Developer

**Location:** Philippines - Manila  
**Reports to:** Business Insights and Analytics Manager  
**Region:** ARMU

**Background**

75 years ago, a small group of Americans sent the world’s first CARE package on a ship across the Atlantic. They refused to stand on the sidelines while millions of Europeans faced starvation. Much has changed since World War II but CARE’s commitment to helping people has not.

Today CARE is a leader in global development. Our staff strengthen health in Honduras. Advance gender equity in Ethiopia. Reduce poverty in Pakistan. Mitigate climate change in Cote d’Ivoire. With an annual budget of $700 million and a global team of 7,000 CARE works in nearly 100 countries around the world to save lives, defeat poverty and promote social justice.

**The Opportunity**

The International Programs and Operations (“IPO”) department manages CARE USA’s global platform for program operations. Currently, CARE USA manages 37 countries across 6 regions, overseeing the humanitarian and development work carried out by nearly 7,000 staff worldwide.

IPO is seeking a SharePoint Developer to support the team’s management work in assessing our performance and ensure that key business processes in SharePoint workflow function smoothly.

The SharePoint Developer in the Business Insights and Analytics Team within the International Programs and Operations department provides the technical support and/or leadership in the creation and delivery of technology solutions designed to meet customer’s business needs, and updates and maintains data tables that anchor PowerBI data visualizations which fuel business analytics and decision-making for country, regional, and global management teams.

This role is critical in ensuring the efficiency of business processes and that data is accurate and available timely. The SharePoint Developer facilitates process improvements with functional teams in other departments (Finance, Digital, Security, People & Culture), this position provides a unique opportunity to foster improved inter-departmental ways of working, cohesion, and alignment across our operations in support of the mission and needs of CARE.

The role will lead and model an internal customer relations approach while maintaining a sharp attention to detail and deadlines. The SharePoint Developer is expected to play a key role supporting the management cadence through timely production of data for reporting business results.
The SharePoint Developer will work under the direction of the Senior Business Insights and Analytics Manager to engage with departments to identify solutions and process challenges that may present themselves over the course of normal operations.

As a member of the Office of the VP of IPO, this position will partner with peers across the organization to contribute to a culture of continuous improvement. This role will support IPO's strategy and planning activities and will contribute to IPO's ability to prioritize management focus areas across the regions.

**Job Responsibilities:**

**Supporting and reporting to the IPO Senior Business Insights and Analytics Manager, update quarterly COMFORT data tables and related Microsoft PowerBI visualizations**

- Ensure that COMFORT data tables and related Power BI dashboards/visualizations are regularly updated.
- Communicate with RMU and Country Office colleagues about deadlines and completeness of COMFORT data.

**Support the Senior Business Insights and Analytics Manager in design and development of new SharePoint application or technology solutions, sites, and data visualizations as may be requested.**

- In collaboration with the Senior Business Insights and Analytics Manager, the SharePoint developer will design and develop SharePoint solutions, sites, and data visualizations in PowerBI based on requests.
- The SharePoint developer will provide first-level support for any technical issues related to the Travel Authorization System, the Register of Active Risks, CO Resource Mobilization requests, Program Service Request form, and the Award Management Platform.
- Escalate (when needed) any issues to Sr. Manager for Business Insights and Analytics.
- Document all fixes provided for archiving of solutions.

**Link and develop COMFORT and other existing data tables to the CO Performance Dashboard and IPO KPI visualizations.**

- Develop in collaboration with the Sr. Manager for Business Insights and Analytics the CO Performance Dashboard and IPO KPI visualizations.
- Provide technical support during and after deployment of the CO Performance Dashboard and IPO KPI visualizations.

**Support the Compliance and Risk Management program by reviewing and reporting on updates made to the SharePoint Register of Active Risks (ROAR).**

- Assist in the redesign of the Register of Active Risks (ROAR) in SharePoint and accompanying data visualizations in Power BI.

**Qualifications:**
• Bachelor's degree in a relevant field (preferred) or equivalent experience. Knowledge of SharePoint coding and web applications development necessary. Customer-service orientation is critical.
• Working knowledge of the international development and/or non-profit sector desired.
• Client-Side customization experience: JavaScript Object Model, SharePoint Client-side Rendering, Custom Workflows using SharePoint Designer (2010 and 2013 platforms), HTML, Cascading Style sheets (CSS), jQuery and vanilla JavaScript, Bootstrap and Angular JS is a plus.
• Experience with SharePoint Branding Customizing master pages, page layouts and templates, site definitions and themes).
• Excellent understanding of SharePoint administration including management of service applications, management of web applications and corresponding IIS components, site collection administration, performance tuning, and solution deployment.
• Strong knowledge and/or advance skills in Microsoft Excel and Microsoft Power BI.
• English required; other working languages of CARE (Arabic, French, Spanish) helpful but not required.

Desired
• SharePoint Online experience is a plus.
• Experience in Agile Methodology, particularly as it relates to promotion and deployment of routine fixes and major releases into a production environment.

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