



Job Description

Country Office:	CARE Philippines
Position Title:	Partnerships Manager
Opening date:	January 2024
Grade assigned:	D
Duration:	February 1, 2024 – February 28, 2025 (renewable)

Job Summary

CARE is a leading global humanitarian agency delivering emergency relief and long-term development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental. CARE works in the Philippines since 1949 and is known for its programs on emergency preparedness and response, livelihood recovery, disaster risk reduction, climate change adaptation, innovations, gender-based violence and health.

One of CARE's global programming principles is that we "work in partnership with others." CARE's Global Program Strategy and Humanitarian and Emergency Strategy emphasize and further commit CARE to this principle and to working in effective and meaningful ways to partner strategically and operationally within emergency response. CARE is a signatory to the Charter4Change commitments around localizing humanitarian assistance. CARE in the Philippines facilitates a humanitarian partnership platform (HPP) that includes partners and networks from across the Philippines. The HPP collaborates in support of communities affected by and at risk for crisis.

The Partnerships Manager is responsible for developing and maintaining local partnerships and managing the coordination of humanitarian partnership work within CARE Philippines, advancing learning and tools within CARE to advance commitments to humanitarian partnership; and for representing CARE and contributing to external fora working to advance humanitarian partnership. In these efforts, the Manager works closely with CARE project managers; core staff such as the MEAL (Monitoring, Evaluation, Accountability and Learning) Manager, Communications Specialist, and Gender Specialist, Business Development Manager, and RILHUB (Resilience and Innovation Learning Hub) Officer. This position will also manage partnerships through change as the emergency strategy merges with a longer-term developmental strategy.

RESPONSIBILITIES AND TASKS:

1. Promote effective local partnerships

- Promote and implement the **CARE Framework for Partnering in Humanitarian Action and Localizing Aid**
- Identify, assess, and conduct due diligence on potential and existing partners, ensuring alignment with CARE Philippines's strategic objectives.
- Lead local partner management, defining roles and responsibilities with CARE Philippines's senior management team, and ensuring partners have clear partnership agreements.
- Develop and implement comprehensive capacity-building plans, including targeted support and training activities, based on partner assessments.
- Engage partners in policy, external platforms, and civil society forums, enhancing localization policy work and strategic collaborations.
- Work with the SMT and Business Development Manager on resource mobilization strategies.

- Regularly report on partnership progress, focusing on success indicators, and continuously strengthen internal capacity of CARE Philippines staff for effective partnership management.
- Attend donor meetings, coordination meetings, and relevant forums to represent CARE Philippines and discuss localization initiatives.
- Actively seek opportunities to expand and diversify partnerships, engaging with potential donors and collaborators.
- Cultivate and maintain strong relationships with current donors, partners, and other stakeholders.

2. Coordinate the Humanitarian Partnership Platform (HPP)

- With evidence of its efficacy and impacts, develop a strategy for socializing the HPP brand and pitching the HPP in project proposals.
- Lead in widening HPP mandate to span the humanitarian-to-development spectrum.
- Establish and coordinate a humanitarian partnership Community of Practice within CARE Philippines.
- Serve as a focal point for communication between CARE Philippines and HPP partners, addressing queries, concerns, and requests promptly and professionally.
- Collaborate with the Communications Manager to prepare materials that effectively communicate project achievements and impact.
- Coordinate and schedule meetings/webinars and other shared learning opportunities within CARE Philippines projects and HPP partners.
- Organize HPP general assemblies.
- Maintain up-to-date records of HPP partners contact details and focal persons.

3. Manage the HPP Emergency Response Fund (ERF)

- Manage the HPP ERF, ensuring timely and efficient implementation of activities.
- Ensure adherence of HPP partners to the Terms of Reference of the ERF.
- Collaborate closely with HPP Core Group for timely review and approval of partner proposals.
- Coordinate with the CARE Finance Team for timely disbursement of funds.
- Prepare and submit high-quality, timely, and accurate grant reports to donors, showcasing project progress and impact.
- Maintain an organized system for grant documentation, ensuring accessibility for audits and reviews.

4. Learning and Knowledge Management

- Document and report on CARE's partnership and capacity development work and share it with relevant staff and stakeholders.
- Lead relevant learning events between HPP partners, CARE staff, and other stakeholders.
- Build and/or maintain the humanitarian partnership content on CARE Shares (CARE's intranet) and other sharing platform accessible to partners, i.e. RilHub, CARE Philippines web site.
- Review, refine and develop tools that support collaborative preparedness process that respond to the needs of partners.
- Promote gender, diversity, and inclusion principles amongst all partners and build their capacity of to align with CARE's Gender commitments.

5. Support partner funding agreement management

- In collaboration with the Finance Manager, oversee compliance with pre-award and post-award partner agreement management requirements. This encompasses areas such as mutual

due diligence, program and financial monitoring of partners, risk management, facilitating feedback and learning, and conducting close-out activities.

- Monitor partner progress against approved implementation plans, ensuring quality in relationships and outputs, and the timely submission of reports to CARE Philippines.

QUALIFICATIONS AND REQUIREMENTS

Qualifications and experience:

Bachelor's degree in social sciences or development communications and/or other related fields.

Three years or more experience in humanitarian and development work, partnerships development, capacity strengthening, resource mobilization, program management, or other relevant experience with International NGOs UN or other relief and development organizations.

Knowledge and Skills:

The selected candidate will have a strong background in developing, maintaining and strengthening partnerships and organizations within a civil society context. S/he will have demonstrated success in working with and through other organizations in the humanitarian and/or development sector, and will be able to demonstrate clearly how s/he has achieved this. S/he will be a team player and show an ability to operate effectively under extreme conditions which may include stress, poor security, harsh living and working conditions and tight deadlines. The successful candidate will demonstrate awareness of gender and diversity issues, will be able to live and work in diverse cultural conditions in an appropriate manner and have an ability to effectively self-assess themselves. S/he will be a self-starter and able to lead through experience. S/he has strong coordination, negotiation, and facilitation skills with the ability to represent the organization in various forums and networks. S/he has excellent interpersonal, written, and verbal skills, and has in-depth knowledge of diversity, equality, inclusion, and rights-based programming.

Competencies:

- **Adaptability:** Adapts to changing business needs, conditions, and work responsibilities.
- **Emotional Intelligence:** Emotional Self-Awareness to focus attention on self-emotional state
- **Stress Management:** Maintains composure in highly stressful or adverse situations.
- **Negotiations Skills:** Diplomatically handles challenging or tense interpersonal situations.
- **Strategic Decision Making:** Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- **Political Acumen:** Uses knowledge of the organization and political climate to solve problems and accomplish goals. Understands how the roles, products, and services of one's work unit relate to and impact those of other work units.
- **Communicating with Impact:** Ensures that others involved in a project or effort are kept informed about developments and plans.
- **Coaching:** Enables co-workers to grow and succeed through feedback, instruction, and encouragement.

- **Building Partnerships:** Develops networks and builds alliances with all stakeholders within and outside the organization.

Financial Accountability

TBD, as per ASF

Contacts/Key Relationships

Reporting to: Country Director CARE Philippines.

Internal:

CARE Philippines Senior Leadership Team
CARE USA Asia Regional Management Unit
CARE International Member Partners teams

External:

Local partners
Peer Organizations and the UN system
Private sector service providers
Relevant LGUs and NGAs

Other

- Based out of Quezon city, NCR office, Philippines.
- Expected percentage of time traveling: up to 50% in various areas of the Philippines may be required.
- Some travel outside of the Philippines may be required.
- Special Conditions: none

How to apply:

Send latest CV and letter of intent to 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 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."