

## Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at [hrservicecenter@care.org](mailto:hrservicecenter@care.org).

**Note: All position grades are determined by the Compensation & Benefits Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.**

### Position Information

Position title:	Date requested:
Type of position:	Grade (for HR use only):
Division:	Department:
Country:	Incumbent's name (if applicable):

### Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

**Responsibilities and Tasks**

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

**JOB RESPONSIBILITY 1**

**% of time**

**JOB RESPONSIBILITY 2**

**% of time**

**JOB RESPONSIBILITY 3**

**% of time**

**JOB RESPONSIBILITY 4**

**% of time**

**OTHER RESPONSIBILITIES AS ASSIGNED**

**% of time**

**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 (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

**Required**

**Desired**

## PEOPLE & CULTURE

### Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

### Required

### Desired

**Problem Solving**

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

Select Level:

Why does the position fall into this category?

**Competencies**

CARE has 5 Core Competencies that **all** staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE’s Job Classification System

Level	General competency behavior description	Job Classification
Level 1	<b>Foundational:</b> Baseline behaviors.	<b>Support</b>
Level 2	<b>Capable:</b> Practical application of the behaviors.	<b>Professional</b>
Level 3	<b>Inspirational:</b> Role models, coaches, and influences demonstration of the behaviors.	<b>Managerial</b>
Level 4	<b>Transformational:</b> Envisions and innovates the next generation of the behaviors.	<b>Executive</b>

**A. Core Competencies**

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING**  
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION**  
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET**  
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS**  
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION**  
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

**B. Leadership Competencies**

**If this role is expected to manage direct reports**, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **Strategic Leadership & Execution**  
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**  
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

**C. Functional Competencies**

Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.


**Organization**

