

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.

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

- Support the Consortium Coordinator with any MEAL-related assistance. Actively participate in the planning of consortium level activities to ensure that any MEAL concerns are considered in the planning.
- Serve as focal point to all MEAL concerns in the consortium. Lead the MEAL Technical Working Group by maintaining regular meetings and check in with members of the TWG.
- Contribute to the narrative requirements in the proposal development/writing as tasked. Generate consortium level targets by consolidating partners' individual targets.
- Lead the respective MEAL Officers of consortium partners in designing and operationalizing appropriate Project MEAL System, including in the design of data collection activities, including baseline, post- distribution monitoring, KAP, endline and other necessary data collection activities.
- Review and consolidate the data collection tools initially drafted by the sector leads and disseminate final versions with guidance notes to partners.
- Lead the consolidation, processing and generation of monthly incident and displacement tracker
- Lead the formulation of a detailed Consortium MEAL Plan and ensure its implementation
- Establish a consortium feedback mechanism; maintain a consortium-level monitoring based on partners' submissions
- Provide needed support as required during donor visits and other major activities.

% of time

JOB RESPONSIBILITY 2

- Support the Consortium Coordinator with any MEAL-related assistance. Actively participate in the planning of consortium level activities to ensure that any MEAL concerns are considered in the planning.
- Serve as focal point to all MEAL concerns in the consortium. Lead the MEAL Technical Working Group by maintaining regular meetings and check in with members of the TWG.
- Contribute to the narrative requirements in the proposal development/writing as tasked. Generate consortium level targets by consolidating partners' individual targets.
- Lead the respective MEAL Officers of consortium partners in designing and operationalizing appropriate Project MEAL System, including in the design of data collection activities, including baseline, post- distribution monitoring, KAP, endline and other necessary data collection activities.
- Review and consolidate the data collection tools initially drafted by the sector leads and disseminate final versions with guidance notes to partners.
- Lead the consolidation, processing and generation of monthly incident and displacement tracker
- Lead the formulation of a detailed Consortium MEAL Plan and ensure its implementation
- Establish a consortium feedback mechanism; maintain a consortium-level monitoring based on partners' submissions
- Provide needed support as required during donor visits and other major activities.

% of time

JOB RESPONSIBILITY 3

- 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 on-going 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 relationship with CARE staff and potential suppliers.

% 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

- A bachelor degree graduate of any related discipline.
- A minimum of 3-5 years humanitarian experience.
- Demonstrated ability to understand the humanitarian needs and provide analysis of the humanitarian situation.
- Demonstrated ability to work autonomously and as part of a small and diverse team.
- Demonstrated experience of integrating gender, diversity, protection, environmental impact, and integrated risk management issues into humanitarian response interventions.
- Experience in monitoring and preparation of regular narrative reports with the standards required by CARE and Donors.
- Demonstrated analytical skills and the ability to prepare clear and concise reports.
- 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 designated field and other areas as may be required.

Desired

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

- Thorough understanding of the development and NGO sector
- Supervision skills
- Effective written and verbal communication skills (English & local language)
- Liaising skills
- Decision- making skills
- Coaching skills
- Problem-solving skills
- Strong Aanalytical skills
- Leadership skills

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	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

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](#).

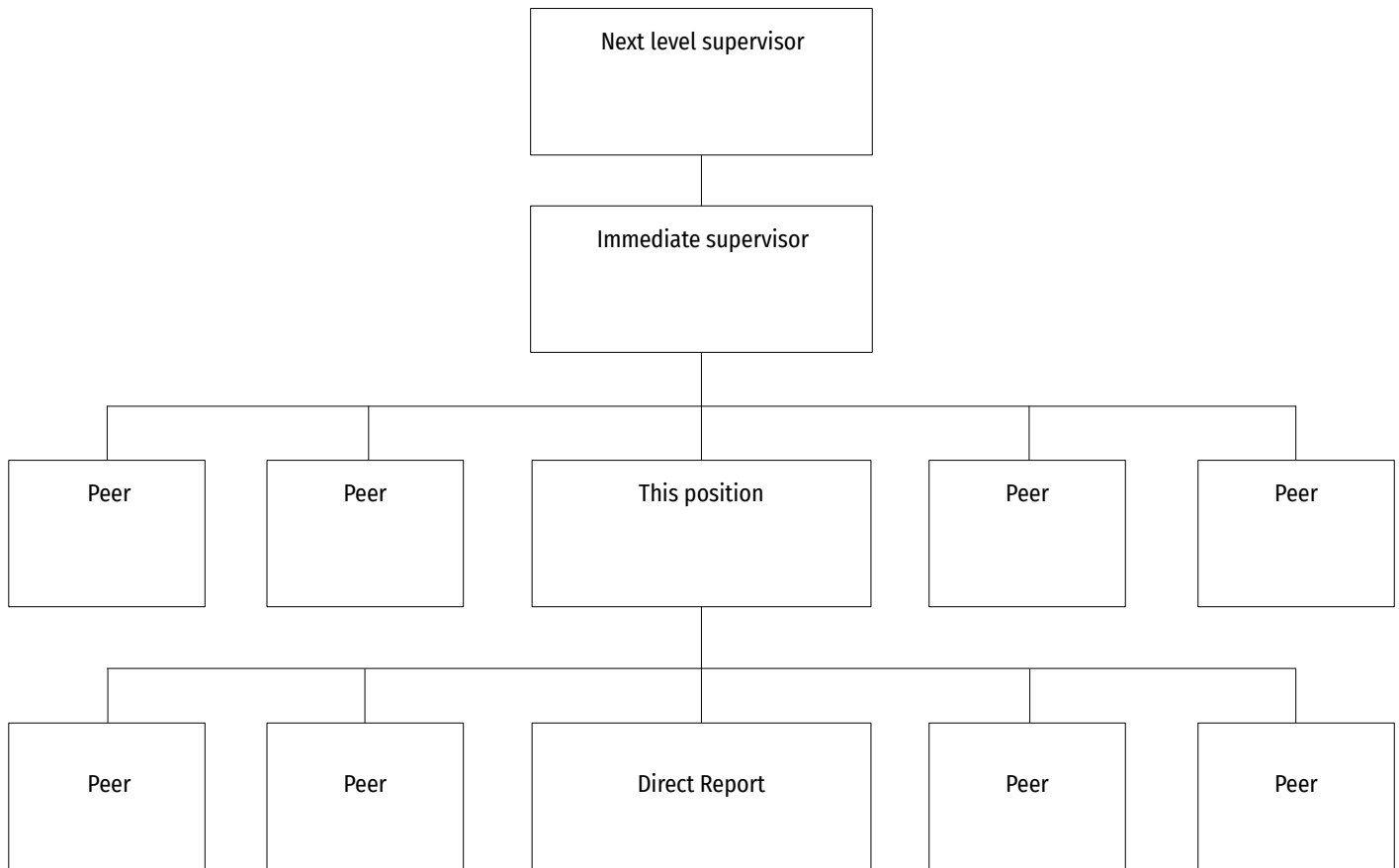
- **Strategic Leadership & Execution**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational 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



"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."