

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

- Lead capacity-building activities tailored to the specific needs of women and youth project participants, focusing on enterprise development, climate-resilient livelihoods, and financial literacy.
- Coordinate with local stakeholders (LGUs, NGAs, service providers) to ensure the alignment of project interventions with local development plans and policies.
- Advise on and develop market-based strategies to match participants' skills with job and enterprise opportunities identified in market assessments.
- Foster partnerships and linkages with business development service providers, financial institutions, and markets.
- Participate in advocacy and lobbying activities aimed at creating an enabling environment for women and youth's economic engagement.
- Engage in multi-stakeholder meetings to update on project progress, explore collaboration opportunities, and address social norms and systems that hinder women's and youth's economic participation.
- Promote disaster risk reduction and climate adaptation practices within communities, ensuring that project interventions are responsive to local environmental challenges.

% of time

JOB RESPONSIBILITY 2

- Ensure the consistency and integrity of all project transactions, activities, and interventions in line with CARE's programming principles and standards (including Gender Equality and Resilience Building).
- Review and uphold operational procedures, ensuring compliance with CARE's Safeguarding Policy and the environmental risk assessments embedded in project activities.
- Monitor adherence to project timelines and deliverables, proactively addressing risks and challenges affecting project integrity.

% of time

JOB RESPONSIBILITY 3

- Facilitate the matching of women and youth participants' skills with available market opportunities through a job/enterprise referral system and support hub.
- Ensure that the delivery of training and livelihood support is timely and meets the standards required to achieve project results.
- Organize collective enterprises and group savings programs to promote long-term financial resilience for women and youth participants.

% 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	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

