

Job Description (Region)

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 Global Total Rewards 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 CARE/ACCORD/PKPK team in participating in Consortium meetings and disaster preparedness activities. Collaborate with Oxfam, Plan International, Action Against Hunger, Humanity and Inclusion, Save the Children, and other partners to implement national-level advocacy for project handover to government agencies, strengthening relationships with key agencies like NDRRMC, DILG, DSWD, DOH, and DepEd.

Assist in implementing landscape-level activities in the Mindanao River Basin through the ACCESS and SUPREME BARM projects, focusing on coordination with local government and stakeholders.

Support disaster preparedness activities in Bukidnon and Agusan provinces in coordination with CARE local partners ACCORD and PKPK.

Assist the DP Project Manager in engaging with external partners and supporting project activities.

Help with the planning, budgeting, monitoring, evaluation, and learning for the CARE/ACCORD/PKPK DP team.

Facilitate cross-learning between ECHO- and INTPA-funded projects.

Represent CARE in external events and platforms related to disaster preparedness, DRR, CCA, EMR, and anticipatory action at national and sub-national levels.

Represent CARE Philippines in internal platforms related to DRR, CCA, EMR, and IRM as needed.

% of time

JOB RESPONSIBILITY 2

Ensure the timely preparation of accurate and comprehensive narrative and financial reports for donor submission, adhering to donor compliance standards.

Assist in planning, coordinating, and managing donor visits to highlight project progress and strengthen donor relations.

Contribute to the design of new projects aimed at replicating and scaling successful initiatives such as MOVE UP, SUPREME-BARM, and ACCESS.

Provide input and technical assistance in the preparation of proposals and strategies for future projects on DRR, CCA, EMR, biodiversity, and Integrated Risk Management (IRM).

Offer technical support in DRR, CCA, and EMR to internal teams and external partners, ensuring alignment with best practices and strengthening stakeholder capacities.

% of time

JOB RESPONSIBILITY 3

% of time

JOB RESPONSIBILITY 4

% of time

JOB RESPONSIBILITY 5

% of time

OTHER RESPONSIBILITIES AS ASSIGNED

% of time

PEOPLE & CULTURE

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

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.

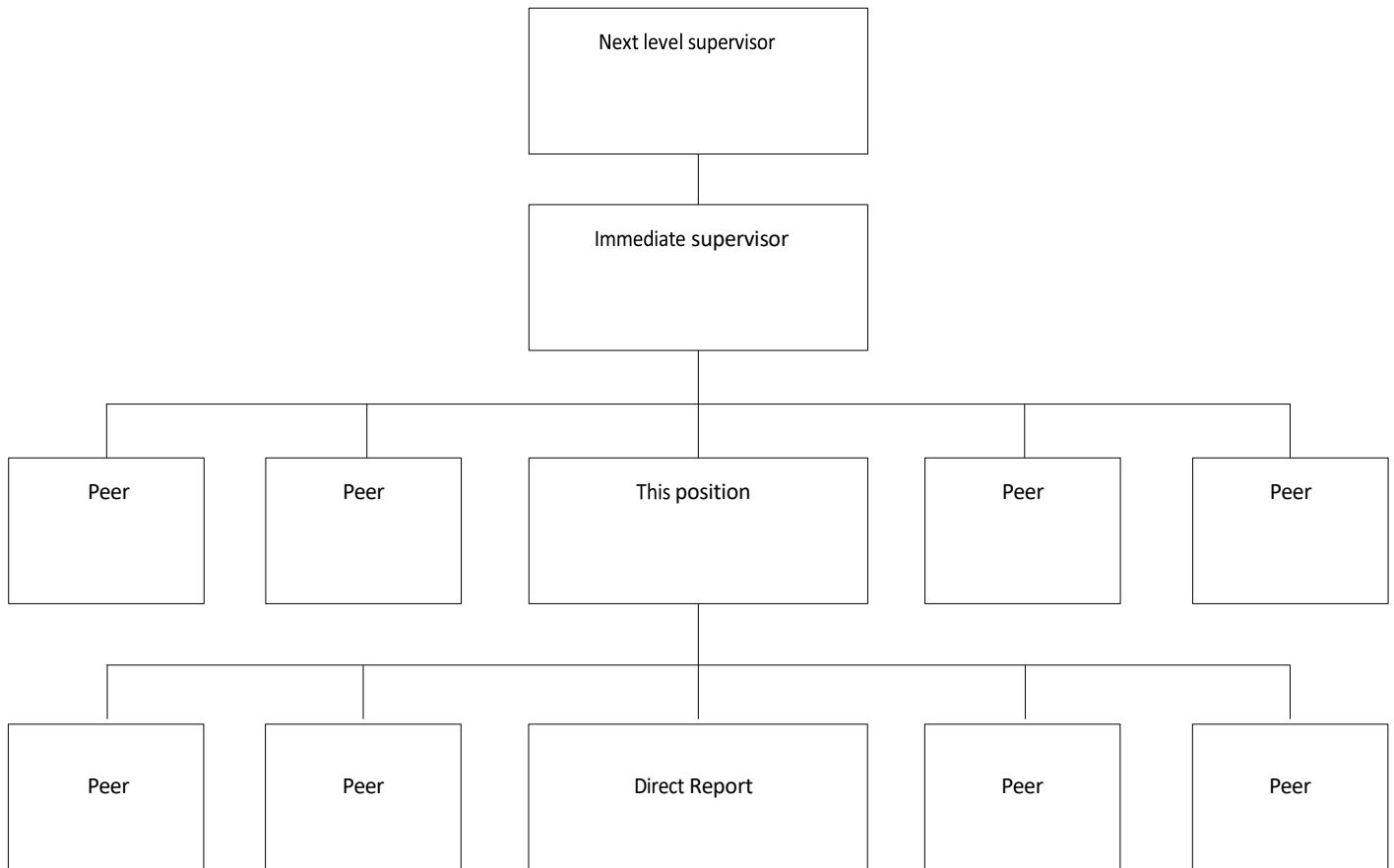
C. Functional Competencies

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.

Competencies	Proficiency Level

Organization



Sign-off

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: