

## 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](mailto: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**

Participate in consortium meetings and disaster preparedness activities, ensuring effective representation and collaboration. Coordinate with key partners and stakeholders to implement national-level advocacy initiatives and promote sustainable project handover to government agencies.

Build and strengthen relationships with relevant government agencies and institutions to support project objectives. Support the implementation of field-level activities by coordinating with local governments, community stakeholders, and partners.

Assist in disaster preparedness and risk reduction initiatives in project areas, ensuring alignment with organizational priorities and stakeholder needs.

Collaborate with project managers to engage external partners and support various project activities.

Contribute to planning, budgeting, monitoring, evaluation, and learning processes to enhance project outcomes.

Facilitate cross-learning and knowledge-sharing across multiple projects to promote best practices and innovation.

Represent the organization in external events, forums, and platforms related to disaster preparedness, climate change adaptation, ecosystem management, and anticipatory action.

Participate in internal organizational discussions and initiatives related to disaster risk reduction and integrated risk management, providing input as needed.

**% of time**

### **JOB RESPONSIBILITY 2**

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

Assist in planning, coordinating, and managing visits from donors and stakeholders to showcase project progress and foster stronger partnerships.

Contribute to the design and development of new projects aimed at replicating and scaling successful initiatives to expand impact.

Provide input and technical assistance in the preparation of proposals and strategies for future projects, ensuring alignment with organizational goals and priority areas such as disaster risk reduction (DRR), climate change adaptation (CCA), ecosystem management and restoration (EMR), biodiversity, and integrated risk management (IRM).

Offer technical support and guidance on DRR, CCA, and EMR to internal teams and external partners, promoting best practices and enhancing stakeholder capacities to achieve project objectives.

**% 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	<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.

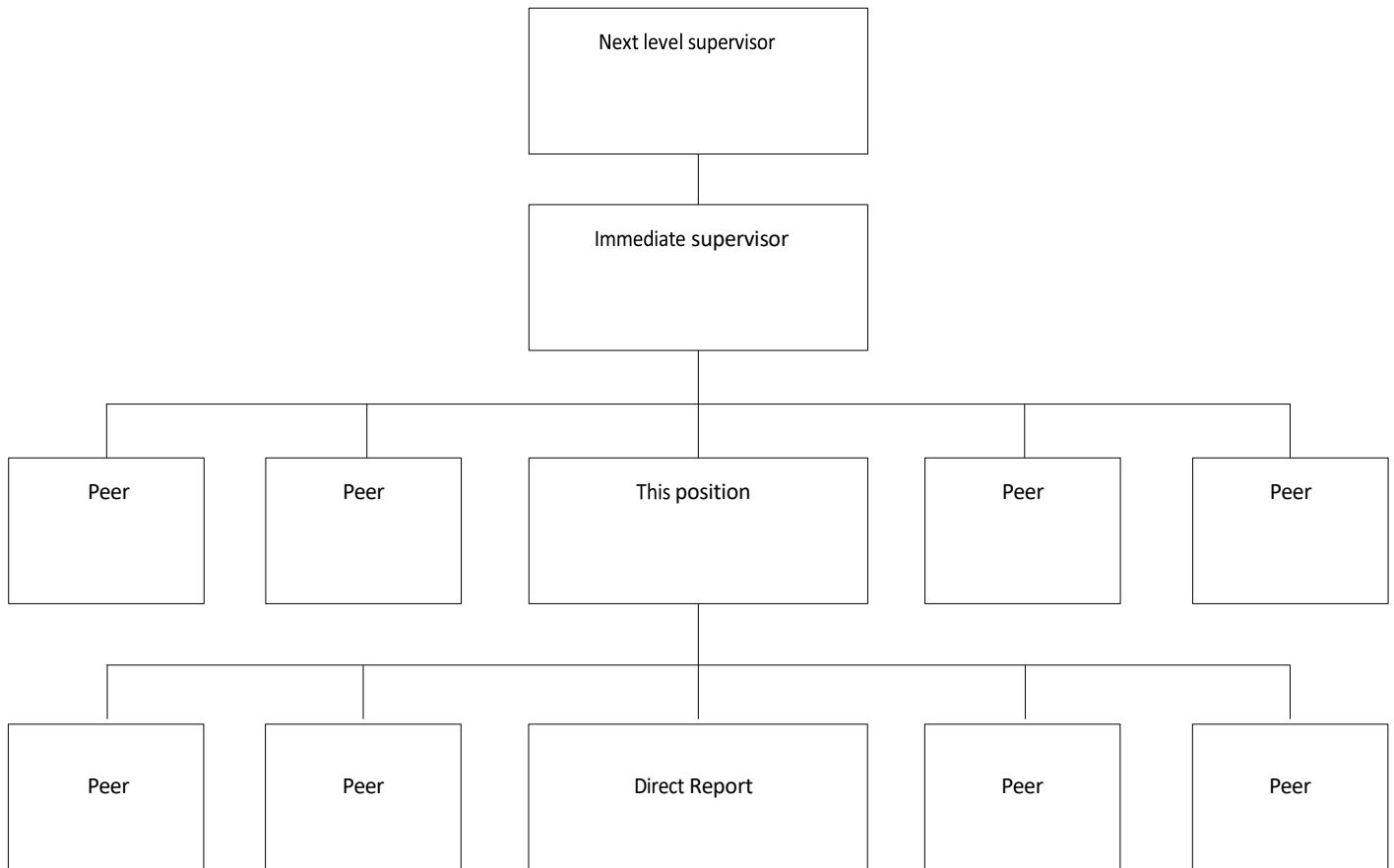
**C. Functional Competencies**

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.

Competencies	Proficiency Level

**Organization**



**Sign-off**

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: