



care-philippines.org



Funded by
European Union
Humanitarian Aid

PINGON Manager for Humanitarian Coordination Job Description

Position Title: Manager for Humanitarian Coordination

Location: Manila-based, with occasional field travel

Administrative Line Manager: Country Director, CARE Philippines

Operational Liaison: PINGON Secretariat

Strategic Direction: PINGON Convenor and Co-Convenor / Executive Committee

Contract Duration: 12 months, renewable based on performance and funding

Hiring Organization: CARE Philippines

Primary Working Group: Humanitarian Coordination Working Group (HCWG), PINGON

Supervisory Responsibilities: Line manager of the PINGON Information Management (IM) Specialist

Position Summary:

The PINGON Manager for Humanitarian Coordination plays a central role in strengthening the Philippine Inclusive NGO Network (PINGON) as a platform for inclusive, coordinated, and locally led humanitarian action. Hosted by CARE Philippines, the Manager provides operational support to the PINGON Humanitarian Coordination Working Group (HCWG), leads emergency coordination and information management, supervises the PINGON IM Specialist, and ensures effective engagement with national and international humanitarian mechanisms as required. The Manager also supports the Advocacy Working Group in consolidating data and insights to inform joint advocacy products and messages. The role is embedded within PINGON's governance structure and works under the strategic direction of the Convenor and Co-Convenor / Executive Committee.

Key Responsibilities

1. Humanitarian Coordination

- Facilitate and document regular HCWG meetings and help ensure members are aligned on emerging humanitarian issues and response priorities.
- Support simple feedback mechanisms (e.g., short surveys, informal reflections) to gather inputs from members on coordination effectiveness and areas for improvement.
- Coordinate with government agencies, UN bodies, and other humanitarian actors to share updates and promote joint action, as delegated by the Convenor/Co-convenor or Executive Committee.



Funded by
European Union
Humanitarian Aid

care-philippines.org

2. Information Sharing, Internal Coordination, and Liaison

- Disseminate key information, updates, and assessments to members in a timely and accessible manner.
- Promote knowledge-sharing on operational, programmatic, and administrative challenges across the network.
- Support collaboration between INGOs, national NGOs, and local partners to enhance response planning and execution.
- Serve as the operational liaison to OCHA and engage with the Office of Civil Defense (OCD) and other relevant agencies to promote joint planning and inclusive response.
- Support the visibility and credibility of PINGON in national, regional, and global coordination platforms.

3. Emergency Information Management

- Oversee and support the IM Specialist in leading the 5W process and ensure coordination insights inform decision-making during emergencies/crises.
- Coordinate the preparation of joint situation reports and humanitarian updates.
- Liaise with OCHA, OCD, and IM counterparts within the network to align information products with national and global standards.
- Support rapid needs assessments, monitor coordination activities, and ensure timely sharing of critical updates with the HCWG and broader PINGON membership, as relevant.
- Supervise the PINGON IM Specialist, providing technical guidance, performance feedback, and coordination support.

4. Emergency Preparedness

- Help compile and update basic contingency planning data (e.g., focal points, coverage areas, priority hazards).
- Guide and supervise the IM Specialist in delivering timely, accurate, and relevant coordination products, maintaining updated records of member capabilities, local partners, geographic reach, and available resources (e.g., pre-positioned supplies, deployment readiness).

CARE Philippines

5F M&J Building, 121 Don A.
Roces Avenue, Barangay
Laging Handa, Quezon City,
Philippines

Phone

(02) 8351 6458

Email

carephl.info@care.org



Funded by
European Union
Humanitarian Aid

care-philippines.org

5. Advocacy Support

- Provide field-based insights and data inputs to the PINGON Advocacy Working Group.
- Contribute highlights or case examples for use in joint policy briefs or statements.
- Support visibility and advocacy efforts in coordination platforms, when delegated.

6. Monitoring, Evaluation, Learning, and Reporting

- Monitor the activities of the HCWG and ensure alignment with agreed deliverables and network-wide priorities.
- Facilitate joint after-action reviews and learning sessions after emergency responses.
- Provide timely, high-quality narrative and analytical reporting to PINGON, donors, and other stakeholders.

Candidate Profile

You are an experienced humanitarian professional with a passion for coordination and fostering collaboration in complex and challenging environments. You bring:

Experience:

- At least **5 years of experience** with INGOs, international organizations, or donor agencies in complex emergencies.
- Proven success in **inter-NGO coordination**, humanitarian advocacy, and program delivery in **conflict-affected areas**.

Skills:

- Exceptional **communication, negotiation, and interpersonal** skills.
- Demonstrated ability to **prepare proposals, budgets, and reports** for diverse stakeholders.
- Strong leadership and **team management capabilities**, with a focus on delegation, accountability, and collaboration.

Knowledge:

- Solid understanding of the **humanitarian architecture**, including the UN system, Clusters, and government coordination mechanisms.
- Strong understanding and commitment to **humanitarian principles and international humanitarian law**.



care-philippines.org
Languages:



Funded by
European Union
Humanitarian Aid

- **Fluency in both written and spoken Filipino and English** is mandatory.

Contracting and Management Arrangement:

- The position is contracted and managed administratively by **CARE Philippines** under its HR policies.
- Day-to-day coordination is done in close liaison with the **PINGON Secretariat**, with **strategic direction provided by the Convenor and Co-Convenor / Executive Committee**.
- The role is dedicated to PINGON's network-wide goals and is not tied to any single project or organization(s).

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law. CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.