

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: MEAL Officer - PEACE & CULTURE	Date requested: August 18, 2025
Type of position: Replacement-Project Based, 1 year contract	Grade (for HR use only):
Division:	Department: HDRP
Country: Philippines	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.

The MEAL Officer, working under the Consortium Manager for the Civil Society, Women, and Youth Promoting a Culture of Peace in Mindanao, Philippines project, will be primarily responsible for leading the formulation and implementation of the project's MEAL plan. The role will also provide coordination support across other ECHO-funded humanitarian actions in the area implemented by CARE.

Internally, the MEAL Officer will collaborate closely with partner field teams in project areas to ensure mutual support, coherence in MEAL strategies, and cross-learning. The Officer will lead logframe-based reporting, MEAL data management, and information sharing, while also supporting field teams in the administration and execution of MEAL activities as needed.

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 MEAL System Design, Planning, and Tools Development (30%)

- Lead the design, roll-out, and periodic updating of the project's MEAL plan, aligned with the project logframe, donor (ECHO) requirements, and CARE standards.
- Develop and adapt monitoring, reporting, and assessment tools (e.g., baselines, mid-term and end-line surveys, community audit tools, conflict and resilience analysis, gender and protection audits).
- Establish digital and manual systems to ensure safe, ethical, and reliable data collection, management, and protection, with sensitivity to conflict, culture, and community dynamics.
- Integrate culturally appropriate and gender-sensitive indicators that reflect peacebuilding outcomes, social cohesion, and inclusivity.
- Ensure the MEAL system allows for disaggregation by gender, age, ethnicity, disability, and other relevant diversity dimensions.

JOB RESPONSIBILITY 2 Monitoring, Evaluation, Quality Assurance, and Accountability (25%)

- Conduct regular field monitoring visits to assess progress, document good practices, and identify gaps or risks in implementation.
- Provide quality assurance in monitoring, evaluation, and reporting in line with internal CARE policies, ECHO donor standards, and humanitarian accountability frameworks.
- Support the design and roll-out of accountability mechanisms, including community feedback and response systems, that are safe, accessible, and culturally sensitive.
- Provide evidence-based feedback and recommendations to improve project strategies and activities, particularly those involving CSOs, Moro and Lumad youth, and women's groups.
- Ensure peacebuilding and conflict-sensitivity principles are integrated into all monitoring and evaluation efforts, minimizing risks of exacerbating tensions.

JOB RESPONSIBILITY 3 Reporting, Documentation, and Knowledge Management (25%)

- Consolidate inputs from consortium partners and produce high-quality monthly, quarterly, interim, and final donor reports.
- Document community-level peacebuilding experiences, including cultural expressions, narratives, and practices, and ensure they are reflected in knowledge products and advocacy outputs.
- Develop case studies, success stories, lessons learned, and thematic briefs highlighting contributions of Moro and Lumad youth and women to peacebuilding.
- Ensure systematic knowledge management, archiving, and sharing of MEAL data and findings within the consortium and with relevant networks.
- Contribute to CARE's global and regional learning agendas by sharing contextual evidence on conflict drivers, injustices, and pathways to inclusive peace.

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JOB RESPONSIBILITY 4 Capacity Strengthening, Learning, and Knowledge Generation (15%)

- Build the capacity of CSOs, Moro and Lumad youth, and women's groups to document positive peace narratives, monitor cultural peacebuilding practices, and contextualize peace education in formal and non-formal education systems.
- Strengthen the MEAL capacity of consortium members, field teams, and local actors through training, mentoring, and on-the-job technical support.
- Facilitate reflection sessions, after-action reviews, and peer-learning exchanges across communities and consortium partners to generate insights and foster cross-learning.
- Promote a culture of adaptive learning by ensuring findings from monitoring, evaluation, and research are systematically analyzed, shared, and used to inform program adjustments.
- Support institutional learning and advocacy by generating evidence that demonstrates the impact of peace and culture initiatives within the humanitarian-development-peace nexus.

JOB RESPONSIBILITY 5 Coordination, Partnerships, and Cross-Project Support (10%)

- Collaborate with partner field teams and other ECHO-funded initiatives (ACCESS, EARTH, etc) to ensure synergies, complementarities, and coherence in MEAL strategies and approaches.
- Engage with consortium partners, government agencies, and local stakeholders to align MEAL efforts with broader peacebuilding and resilience agendas.
- Provide MEAL support to cross-project actions addressing humanitarian-development-peace nexus outcomes.
- Contribute to advocacy and policy dialogue through evidence generation that elevates the voices of CSOs, youth, and women's groups.
- Carry out other related duties as assigned by the Consortium Manager.

OTHER RESPONSIBILITIES AS ASSIGNED 5 % of time

- Comply with all relevant CARE Philippines policies and standard procedures (Finance, HR, Admin, Procurement).
- Promote a strong team environment by contributing ideas, listening to others, and willingly taking on tasks that fall outside this job description as directed by an employee with the appropriate delegation.
- Work constructively with colleagues in other units and teams to promote the objectives of the organization.
- Demonstrate an ongoing 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 policies and procedures on safety and security, Safeguarding, and Child Protection.
- Foster positive working relationships with CARE staff and partners.

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

- Bachelor's degree in Social Sciences, Development Studies, Statistics, Peace and Conflict Studies, Monitoring & Evaluation, or other related fields.

Desired

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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

- Minimum of **3-5 years** of relevant experience in MEAL, especially within international NGOs or development/humanitarian organizations.
- Proven experience in designing and implementing MEAL systems, tools, and frameworks for peacebuilding, conflict sensitivity, or resilience programs.
- Demonstrated experience in **data collection, analysis, and reporting** (quantitative and qualitative), especially using digital tools.
- Experience working with **donor-funded projects**, particularly those funded by **ECHO**, is a strong advantage.
- Prior work experience in **Mindanao**, particularly with **Moro and Lumad communities**, or in other conflict-affected or culturally diverse contexts is preferred.
- Experience coordinating with **consortium partners**, government bodies, CSOs, and local stakeholders.

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:

☒ 1
 ☐ 2
 ☐ 3

2. What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem

Why does the position fall into this category?

Problem-solving is essential to the MEAL Officer role because it enables the identification and resolution of challenges related to data collection, reporting gaps, and implementation issues in complex, conflict-sensitive environments. The officer must adapt MEAL tools and processes to diverse cultural contexts, ensure timely and accurate reporting despite logistical constraints, and provide evidence-based recommendations to improve program effectiveness. Strong problem-solving skills ensure that monitoring and evaluation efforts remain responsive, inclusive, and aligned with peacebuilding goals, even amid evolving field realities.

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

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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 3 – Inspirational** ☐

Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- INCLUSION 3 – Inspirational** ☐

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 2 – Capable** ☐

Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- DELIVERING RESULTS 3 – Inspirational** ☐

Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- COMMUNICATION 2 – Capable** ☐

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
Relationship Building	3 — Inspirational <input type="checkbox"/>
Inclusion	3 — Inspirational <input type="checkbox"/>
Delivering Results	3 — Inspirational <input type="checkbox"/>

Organization

