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 Global Total Rewards Team in People &Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Information

Position title: **Livelihood Officer**	Date requested: **March 23, 2026**
Type of position: **Full time, Project Based (1year)**	Grade (for HR use only):
Division: **Development Unit**	Department: **Livelihood – Coco RISE**
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 Livelihood Officer will support the implementation of market-driven, climate-resilient livelihood interventions under the Coco RISE Project. The role focuses on strengthening coconut farmer capacities, enterprise development, value chain integration, and financial inclusion. In addition, the position will support IEC and communications activities, including documentation, knowledge sharing, and visibility efforts to promote project results, learning, and advocacy.

The Livelihood Officer will work closely with farmer groups, LGUs, and private sector partners to ensure sustainable income generation and resilient livelihoods.

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: Capacity Building and Enterprise Development

• Facilitate Farmer Field and Business Schools (FFBS) on Good Agricultural Practices (GAP), climate-smart agriculture, and enterprise management.	25%
• Deliver training on financial literacy, entrepreneurship, and digital agriculture.	% of time
• Support development and strengthening of farmer enterprises and cooperatives.	
• Promote women and youth participation in agri-enterprise and leadership roles.	

JOB RESPONSIBILITY 2: Livelihood Implementation and Technical Support

• Support rollout of diversified farming systems (intercropping, integrated farming).	25%
• Assist in establishment of nurseries, processing facilities, and shared service facilities (e.g., dryers).	% of time
• Provide technical support on value-added products (e.g., coconut sugar, biochar, organic inputs).	
• Support adoption of digital farm records and enterprise management tools.	

JOB RESPONSIBILITY 3: Market Linkages and Women Centered Value Chain Development

• Facilitate market linkage activities, B2B engagements, and buyer connections.	15%
• Support farmer groups in meeting product quality standards and compliance (e.g., GAP).	% of time
• Assist enterprises in securing supply agreements with buyers.	
• Promote aggregation and collective marketing systems	

JOB RESPONSIBILITY 4: Financial Inclusion and Partnerships

• Support establishment of Village Savings and Loan Associations (VSLAs) and digital savings groups.	10%
• Facilitate linkages with fintech providers, microfinance institutions, and insurance services.	% of time
• Promote adoption of digital payment platforms among farmer groups and enterprises.	

JOB RESPONSIBILITY 5: IEC, Communications, and Knowledge Management

• Develop and support dissemination of IEC materials (training guides, flyers, success stories, visual aids).	10%
• Document project activities, best practices, and success stories (photos, case studies, testimonials).	% of time
• Support preparation of communication outputs (reports, presentations, learning briefs, social media content if required).	
• Assist in organizing visibility events, stakeholder forums, and advocacy activities.	
• Ensure proper branding and visibility in line with CARE and donor requirements.	
• Coordinate with Project Manager in capturing lessons learned and outcomes.	

JOB RESPONSIBILITY 6: Monitoring, Reporting, and Compliance

• Track progress of farmers, enterprises, and livelihood outcomes.	10%
• Support data collection for MEAL activities (baseline, monitoring, FGDs, outcome harvesting).	% of time
• Ensure compliance with CARE standards (Safeguarding, gender equality, climate resilience).	
• Prepare regular field reports and documentation.	

OTHER RESPONSIBILITY AS ASSIGNED: 5% of time.

Qualification (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 Agriculture, Agribusiness, Development Studies, Communications, or related field

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

- At least 3–5 years of experience in livelihood, agriculture, enterprise development, or rural development
- Experience in training facilitation and community engagement
- Experience in documentation, IEC development, or project communications is an advantage
- Experience working with farmer groups, cooperatives, and LGUs

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**

1. What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis.

Why does the position fall into this category?

Problem-solving is essential to the Livelihood Officer role because it ensures the smooth and efficient handling of day-to-day operational challenges whether it's resolving discrepancies in financial records, addressing logistical issues, or managing unexpected administrative needs. The ability to think critically and find practical solutions helps maintain compliance, support project activities, and contribute to the overall effectiveness and reliability of the field office.

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 1 - Foundational
  Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.

- INCLUSION 1 - Foundational
  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 1 - Foundational
  Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.

- DELIVERING RESULTS 1 - Foundational
  Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.

- COMMUNICATION 1 - Foundational
  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.
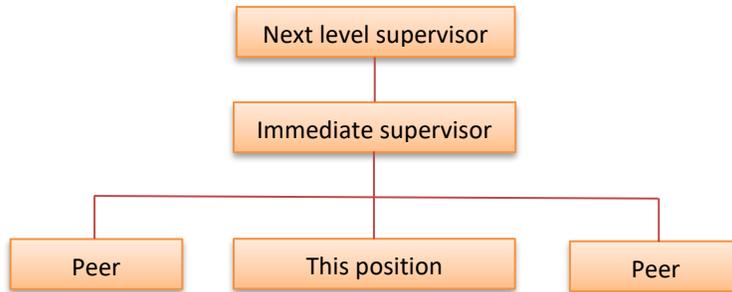
C. **Functional Competencies**

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
Dynamic Learning Mindset	1 - Foundational
Delivering Results	1 – Foundational
Relationship Building	1 - Foundational

Organization

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              ┌─────────────────────────┐
              │  Next level supervisor  │
              └────────────┬────────────┘
                           │
              ┌────────────┴────────────┐
              │   Immediate supervisor  │
              └────────────┬────────────┘
          ┌────────────────┼────────────────┐
   ┌──────┴──────┐  ┌──────┴──────┐  ┌──────┴──────┐
   │    Peer     │  │This position│  │    Peer     │
   └─────────────┘  └─────────────┘  └─────────────┘
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Sign-off

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: