

## 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](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: <b>Project Manager</b>	Date requested: <b>March 23, 2026</b>
Type of position: <b>Full time, Project Based (1year)</b>	Grade (for HR use only):
Division: <b>Development Unit</b>	Department: <b>Livelihood – Coco RISE</b>
Country: <b>Philippines</b>	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 Project Manager will lead the overall implementation of the Coco RISE Project, ensuring effective delivery of climate-resilient, market-driven, and inclusive coconut enterprise interventions. The role integrates project management and MEAL (Monitoring, Evaluation, Accountability, and Learning) functions to ensure evidence-based, adaptive, and high-quality programming.

The Project Manager will oversee planning, implementation, partnerships, and reporting while ensuring alignment with CARE's Program Quality standards, gender equality commitments, and climate resilience goals.

### 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: Project Leadership and Strategic Implementation

<ul style="list-style-type: none"> <li>• Lead overall project planning, execution, and adaptive management aligned with the project's goal of building resilient coconut farming communities.</li> <li>• Ensure integration of climate-smart agriculture, enterprise development, financial inclusion, and market systems approaches.</li> <li>• Oversee project startup activities including recruitment, inception workshop, and baseline survey.</li> <li>• Ensure alignment with LGU development plans and national agency programs (PCA, DA, DTI, etc.).</li> <li>• Manage project workplans, budgets, procurement, and operational systems.</li> </ul>	<p>30%</p> <p>% of time</p>
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**JOB RESPONSIBILITY 2: MEAL System Design and Implementation**

<ul style="list-style-type: none"> <li>• Lead development and operationalization of the project MEAL Framework, including indicators, tools, and learning agenda</li> <li>• Oversee baseline, midline, endline, and outcome harvesting processes.</li> <li>• Ensure regular data collection, analysis, and reporting (quantitative and qualitative).</li> <li>• Institutionalize feedback and accountability mechanisms (FAM, hotlines, community feedback loops).</li> <li>• Promote adaptive management through learning reviews and evidence-based decision-making.</li> </ul>	<p>25%</p>
<p>% of time</p>	

**JOB RESPONSIBILITY 3: Partnership Building, Stakeholder Engagement, and Advocacy**

<ul style="list-style-type: none"> <li>• Build and manage partnerships with LGUs, NGAs, private sector (e.g., buyers, fintech), and cooperatives.</li> <li>• Facilitate multi-stakeholder coordination, B2B engagements, and value chain strengthening.</li> <li>• Support advocacy initiatives to influence policies supporting coconut value chains and inclusive finance.</li> <li>• Represent the project in donor, government, and partner engagements.</li> </ul>	<p>20%</p>
<p>% of time</p>	

**JOB RESPONSIBILITY 4: Technical Oversight on Livelihoods and Enterprise Development**

<ul style="list-style-type: none"> <li>• Provide strategic guidance on enterprise development, FFBS, GAP, value addition, and digital agriculture.</li> <li>• Ensure integration of gender equality, youth participation, and climate resilience across interventions.</li> <li>• Support market linkage development and private sector engagement.</li> <li>• Guide financial inclusion strategies (VSLA, digital payments, fintech partnerships).</li> </ul>	<p>10%</p>
<p>% of time</p>	

**JOB RESPONSIBILITY 5: Team Management and Compliance**

<ul style="list-style-type: none"> <li>• Supervise project staff (Livelihood Officer, Finance/Admin, etc.).</li> <li>• Ensure compliance with CARE policies (Finance, HR, Procurement, Safeguarding, etc.).</li> <li>• Promote a culture of collaboration, inclusion, and learning within the team.</li> <li>• Ensure safety, safeguarding, and do-no-harm principles are upheld.</li> </ul>	<p>10%</p>
<p>% of time</p>	

**OTHER RESPONSIBILITY AS ASSIGNED:**  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 Development Studies, Agriculture, Economics, Business, or related field.
- Master’s degree is an advantage.

**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 5–7 years of experience in project management in livelihoods, agriculture, or enterprise development.
- Proven experience in MEAL systems design and implementation.
- Experience working with smallholder farmers, cooperatives, and market systems approaches.
- Strong background in climate resilience, gender equality, and financial inclusion.
- Experience engaging with government agencies and private sector partners.

**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**

3. Why things are done is known, but what has to be done and how to do it are not defined. : Situations are variable and the incumbent’s response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring

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.

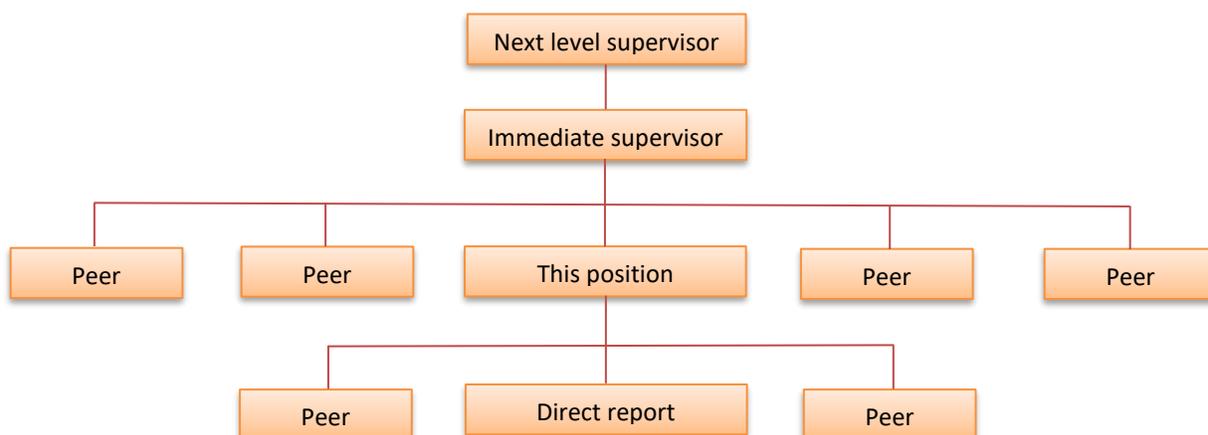
**C. Functional Competencies**

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
Dynamic Learning Mindset	
Delivering Results	
Communication	

**Organization**



**Sign-off**

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: