

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role’s purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

Note: All position grades are determined by the People & Culture (HR) Team. Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Data Analyst (Power Platform & Resource Mobilization)	Date requested: 25/05/2026
Position Type (FT/ part-time/ ST etc.): FT	Grade (for HR use only): Click or tap here to enter text.
Division: International Program and Operations	Department: International Program and Operations
Location (Country, City): Manila, Philippines	Incumbent’s name (if applicable): Click or tap here to enter text.
Line Manager: Jamail S. Serio	Dotted-line Manager (if applicable): Blake Dublin
Travel Requirement: 0 %	

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 International Programs and Operations (“IPO”) department manages CARE USA’s global platform for program operations. Currently, CARE USA manages 37 countries across 6 regions, overseeing the humanitarian and development work carried out by nearly 7,000 staff worldwide. IPO is seeking a SharePoint Developer to support the team’s management work in assessing our performance and ensure that key business processes in SharePoint workflow function smoothly.

The Data Analyst in the Business Insights and Analytics Team within the International Programs and Operations department provides the technical support and/or leadership by developing and maintaining Power Platform solutions that enable efficient, transparent, and high-quality data collection and reporting. The creation and delivery of technology solutions are designed to meet customers’ business needs which fuels business analytics processes and decision-making for country, regional, and global management teams. This role is critical in ensuring the efficiency of business process and that data is accurate and timely.

This role combines technical development with strong coordination responsibilities, ensuring timely, complete, and accurate submissions from country offices. The analyst will also support reporting, troubleshoot system issues, and drive continuous improvements in data processes and user experience. The Data Analyst facilitates process improvements with functional teams in other departments (Finance, Digital, Security, People & Culture), this position provides a unique opportunity to foster improved inter-departmental ways of working, cohesion, and alignment across our operations in support of the mission and needs of CARE.

The role will lead and model an internal customer relations approach while maintaining a sharp attention to detail and deadlines. The Data Analyst is expected to play a key role supporting the management cadence through timely production of data for reporting business results. The Data Analyst will work under the direction of the Senior Business Insights and Analytics Manager to engage with departments to identify solutions and process challenges that may present themselves over the course of normal operations.

As a member of the International Program and Operations (IPO) department, this position will partner with peers across the organization to contribute to a culture of continuous improvement. This role will support IPO’s strategy and planning activities and will contribute to IPO’s ability to prioritize management focus areas across the regions.

Responsibilities:

- Design, develop, and maintain Power Platform solutions, including Power Apps and Power Automate workflows, to

- streamline business processes and improve efficiency.
- Coordinate Resource Mobilization Tracker activities with country offices to ensure timely submissions, monitor progress, provide updates, and address issues or risks.
 - Support data management activities, including validation, maintenance, dashboard development, reporting, and promotion of data quality practices.
 - Serve as a key point of contact for stakeholders by providing user support, gathering requirements, facilitating onboarding and training, and maintaining documentation.
 - Support end users with technical related issues.

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

Power Platform Solutions Development	40 %
<ul style="list-style-type: none"> • Design, develop, and maintain Power Apps applications to support data collection and tracking • Build and manage automated workflows using Power Automate • Translate business needs into practical, user-friendly digital solutions • Ensure applications are reliable, accessible, and continuously improved based on user feedback • Troubleshoot issues and provide timely resolutions 	

JOB RESPONSIBILITY 2

Resource Mobilization Tracker Coordination	25 %
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- Coordinate with country offices to support timely and complete data submissions
- Monitor submission progress against agreed timelines and provide regular status updates to relevant stakeholders, including the Director, Country Resource Strategy
- Follow up respectfully and consistently to address delays or gaps
- Support users in understanding data requirements and processes
- Coordinate with the Director, Country Resource Strategy on priorities, risks, and key updates related to the tracker
- Escalate critical issues when needed to ensure continuity and data quality

JOB RESPONSIBILITY 3

Data Management & Reporting	25 %
<ul style="list-style-type: none"> • Support data validation, cleaning, and maintenance to ensure high data quality • Contribute to the development and updating of dashboards and reports (e.g., Power BI) • Identify inconsistencies and work collaboratively to resolve data issues • Promote good data management practices across teams 	

JOB RESPONSIBILITY 4

Stakeholder Engagement & Capacity Strengthening	10 %
<ul style="list-style-type: none"> • Serve as a key point of contact for tracker-related support • Gather feedback and requirements from users across country and global teams • Facilitate onboarding sessions, user guidance, and basic training • Develop and maintain clear documentation and user guides 	

JOB RESPONSIBILITY 5

Click or Tap here to insert Job Responsibility Header	% of time %
Click or tap here to enter text.	

OTHER RESPONSIBILITIES AS ASSIGNED % of time

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Click or tap here to enter text. Be sure to add standard responsibilities on Safeguarding and Safety and Security as per role.

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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 Information Systems, Data Analytics, Business Administration, or a related field (or equivalent experience)

Desired

Fluency in a second language of CARE business is highly desired. (Spanish, French, Arabic, Portuguese).

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

- 2–3 years of relevant experience in data analysis, business systems, or digital solutions
- Hands-on experience with Microsoft Power Apps
- Working knowledge of the international development and/or non-profit sector desired.
- English required; other working languages of CARE (Arabic, French, Spanish) helpful but not required.
- Technical Skills required:
 - Power Apps (Canvas preferred; Model-driven is an advantage)
 - Power Automate (workflow automation)
 - Strong knowledge and/or advance skills in Microsoft Excel and Microsoft Power BI.
 - SharePoint and/or Dataverse
 - Client-Side customization experience: JavaScript Object Model, SharePoint Client-side Rendering, Custom Workflows using SharePoint Designer (2010 and 2013 platforms), HTML, Cascading Style sheets (CSS), jQuery and vanilla JavaScript, Bootstrap and Angular JS is a plus

Desired

Click or tap here to enter text.

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face. **Select Level: Level 2**

- Level 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
- Level 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.
- Level 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?

This position falls under **Level 2** because the overall objectives and expected outputs will be defined by the Senior Manager for Business Insights and Analytics, particularly in supporting data analysis and developing Power Apps solutions; however, the approach to achieving these outcomes will not be fully prescribed. The incumbent is required to use his/her technical and analytical skills to determine the most effective methods for designing and developing Power Apps applications, automating processes, and addressing business requirements through practical digital solutions. In addition, the role involves analyzing data, identifying trends, resolving data quality issues, and determining appropriate reporting and dashboard approaches. While the goals and deliverables are known, the incumbent must continuously assess requirements, select suitable strategies, and adapt solutions based on varying business needs and user feedback.

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 Level 2- Capable**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION Level 2- Capable**
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 Level 2- Capable**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS Level 2- Capable**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION Level 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 Level 2- Capable**
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 Level 2- Capable**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

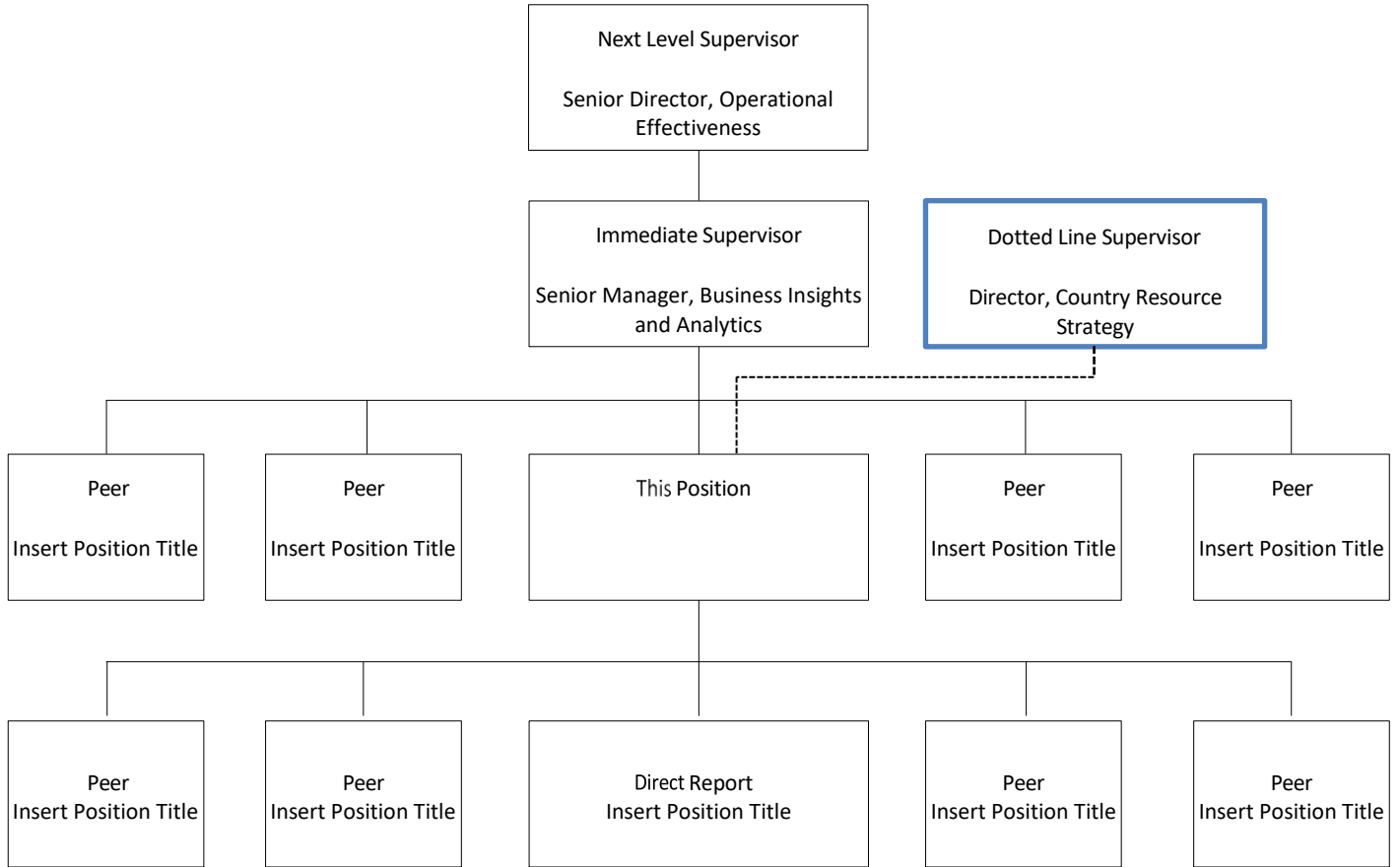
C. Functional Competencies

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
Data Analysis	Level 2- Capable
Programming	Level 2- Capable
Requirements Gathering	Level 2- Capable

Organization



Sign-off

Employee Name:

Click or tap here to enter text.

Employee Signature:

Date:

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Manager Name:

Click or tap here to enter text.

Manager Signature:

Date:

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