

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: Livelihood Officer	Date requested: 10/07/2026
Position Type (FT/ part-time/ ST etc.): Full time	Grade (for HR use only): Click or tap here to enter text.
Division: Development Unit	Department: Coco LIFT Project
Location (Country, City): Sarangani and South Cotabato	Incumbent's name (if applicable): Click or tap here to enter text.
Line Manager: Project Manager	Dotted-line Manager (if applicable): Click or tap here to enter text.
Travel Requirement: % of Time %	

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 livelihood, enterprise development, and market access interventions under the Coco LIFT Project. The position will work closely with smallholder coconut farmers, cooperatives, producer groups, private sector partners, and local stakeholders to strengthen climate-resilient livelihoods, improve household incomes, support enterprise development, and facilitate access to markets and financial services.

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 I

Capacity Building and Enterprise Development	30 %
• Facilitate Farmer Field and Business Schools (FFBS) on Good Agricultural Practices (GAP), climate-smart agriculture, and enterprise management. • Deliver training on financial literacy, entrepreneurship, and digital agriculture. • 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	25 %
• Support rollout of diversified farming systems (intercropping, integrated farming). • Assist in establishment of nurseries, processing facilities, and shared service facilities (e.g., dryers). • 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	20 %
• Facilitate market linkage activities, B2B engagements, and buyer connections. • Support farmer groups in meeting product quality standards and compliance (e.g., GAP). • Assist enterprises in securing supply agreements with buyers. • Promote aggregation and collective marketing systems	

JOB RESPONSIBILITY 4

IEC, Communications, and Knowledge Management	10 %
• Develop and support dissemination of IEC materials (training guides, flyers, success stories, visual aids). • Document project activities, best practices, and success stories (photos, case studies, testimonials). • 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 5

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

JOB RESPONSIBILITY 6

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Other Responsibilities	5 %
Responsibilities on Safety and Security, Gender and Inclusion and Safeguarding and Child Protection: CARE Staff are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement. Gender equality and inclusion are fundamental at CARE, promoting equal rights and challenging discriminatory norms to achieve social justice. We foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives. All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect. Regular monitoring ensures accountability to uphold these principles and support our mission of social justice and poverty alleviation. Problem-solving is key for the Livelihood Officer because the role involves implementing livelihood and enterprise development activities, coordinating with stakeholders, and addressing challenges faced by farmers and community organizations. Effective problem-solving ensures the successful delivery of project interventions, improved market access, and sustainable livelihood opportunities for project participants.	

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 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, (Information, Education, and Communication) IEC development, or project communications is an advantage
- Experience working with farmer groups, cooperatives, and LGUs

Desired

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- Have experience working in the private/corporate sector
- Agricultural Value Chain and Rural Livelihoods Experience
- Partnership and Stakeholder Engagement Skills
- Enterprise Development and Market Linkage Experience

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 1**

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?

Problem-solving is key for the Livelihood Officer because the role involves implementing livelihood and enterprise development activities, coordinating with stakeholders, and addressing challenges faced by farmers and community organizations. Effective problem-solving ensures the successful delivery of project interventions, improved market access, and sustainable livelihood opportunities for project participants.

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.

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- **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](#).

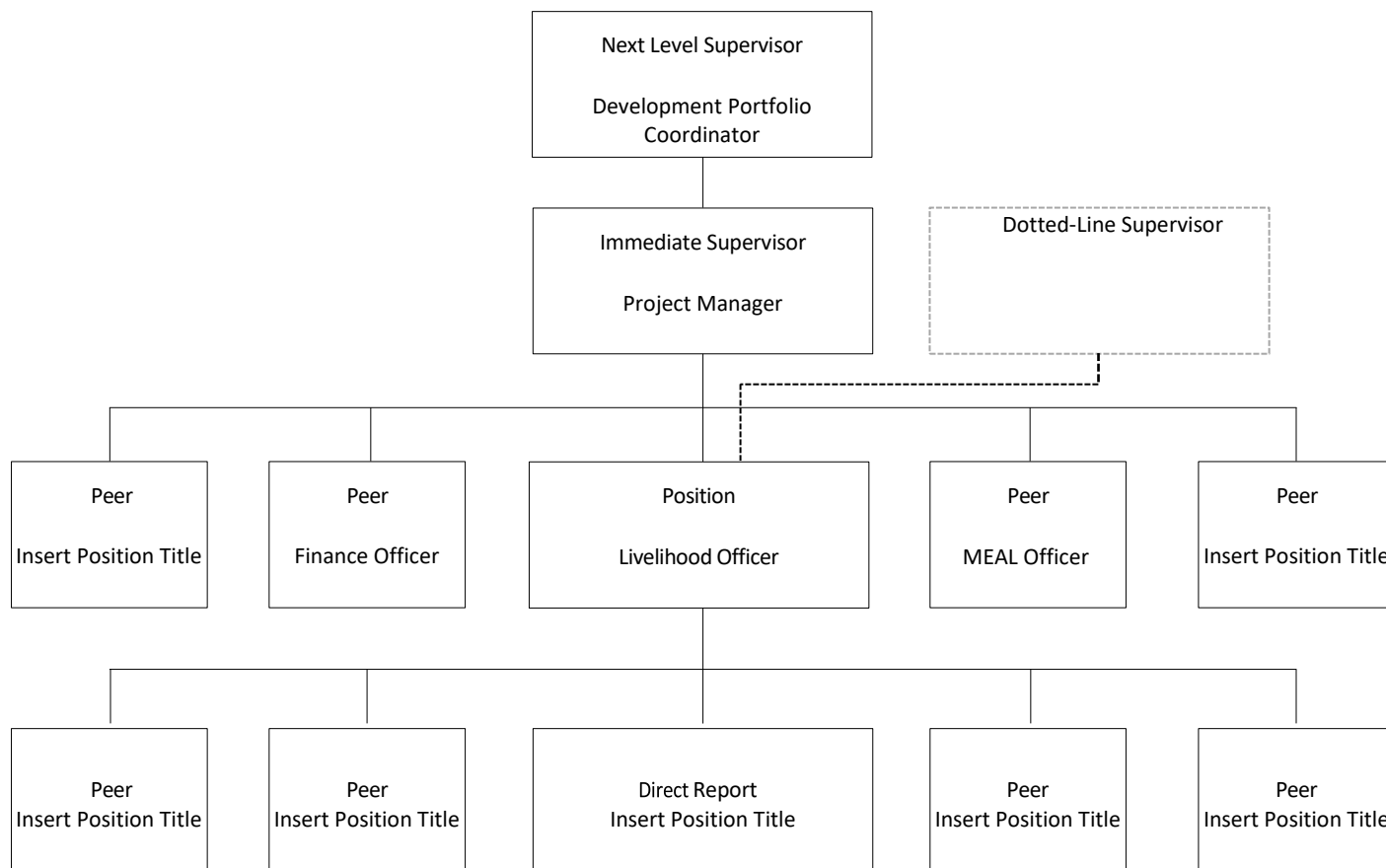
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational 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	Level 2- Capable
DeliveringResults	Level 2- Capable
Relationship Building	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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