

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: MEAL 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 MEAL (Monitoring, Evaluation, Accountability, and Learning) Officer will lead the implementation of monitoring, evaluation, accountability, and learning systems for the Coco LIFT Project. The position is responsible for tracking project performance, ensuring data quality, measuring results and impact, supporting evidence-based decision-making, and promoting organizational learning. The MEAL Officer will work closely with project staff, farmer organizations, cooperatives, local government units, and project partners to ensure timely collection, analysis, reporting, and utilization of project data.

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

Monitoring, Evaluation, and Data Management	50 %
• Lead the implementation of project monitoring and evaluation systems, tools, and processes. • Collect, validate, analyze, and manage project data to track progress against targets and indicators. • Conduct data quality assessments and support baseline, endline, surveys, and evaluations. • Maintain project databases and ensure accurate and timely reporting of project results.	

JOB RESPONSIBILITY 2

Reporting, Learning, and Knowledge Management	25 %
•Prepare dashboards, monitoring reports, data summaries, and donor reporting inputs. •Analyze data and generate insights to support evidence-based decision-making and adaptive management. •Document lessons learned, best practices, success stories, and project achievements. •Facilitate learning and reflection sessions to improve project performance.	

JOB RESPONSIBILITY 3

Accountability and Capacity Building	20 %
•Support the implementation of accountability and feedback mechanisms for project participants and stakeholders. •Monitor, document, and address participant feedback, concerns, and complaints. •Provide technical support and training to project staff, partners, and community stakeholders on data collection, reporting, and MEAL standards. •Promote data quality, accountability, and a culture of learning across the project team.	

JOB RESPONSIBILITY 4

Click or Tap here to insert Job Responsibility Header	% of time %

JOB RESPONSIBILITY 5

Click or Tap here to insert Job Responsibility Header	% of time %

JOB RESPONSIBILITY 6

Other Responsibilities	5% of time %
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PEOPLE & CULTURE

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.

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 Statistics, Economics, Development Studies, Social Sciences, Agricultural Economics, Agriculture, Community Development, Information Management, Public Administration, or a 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 2-3 years of experience in Monitoring, Evaluation, Accountability, and Learning (MEAL), project monitoring, or data management.
- Experience in data collection, validation, analysis, and reporting.
- Experience developing and managing databases, tracking systems, and performance indicators.

Desired

- 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 MEAL Officer because the role involves managing data collection, analysis, reporting, and accountability processes. The officer must address challenges related to data quality, reporting timelines, and stakeholder coordination to ensure reliable information is available for decision-making. Effective problem-solving supports accurate monitoring, learning, accountability, and continuous improvement of project performance.

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

PEOPLE & CULTURE

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](#).

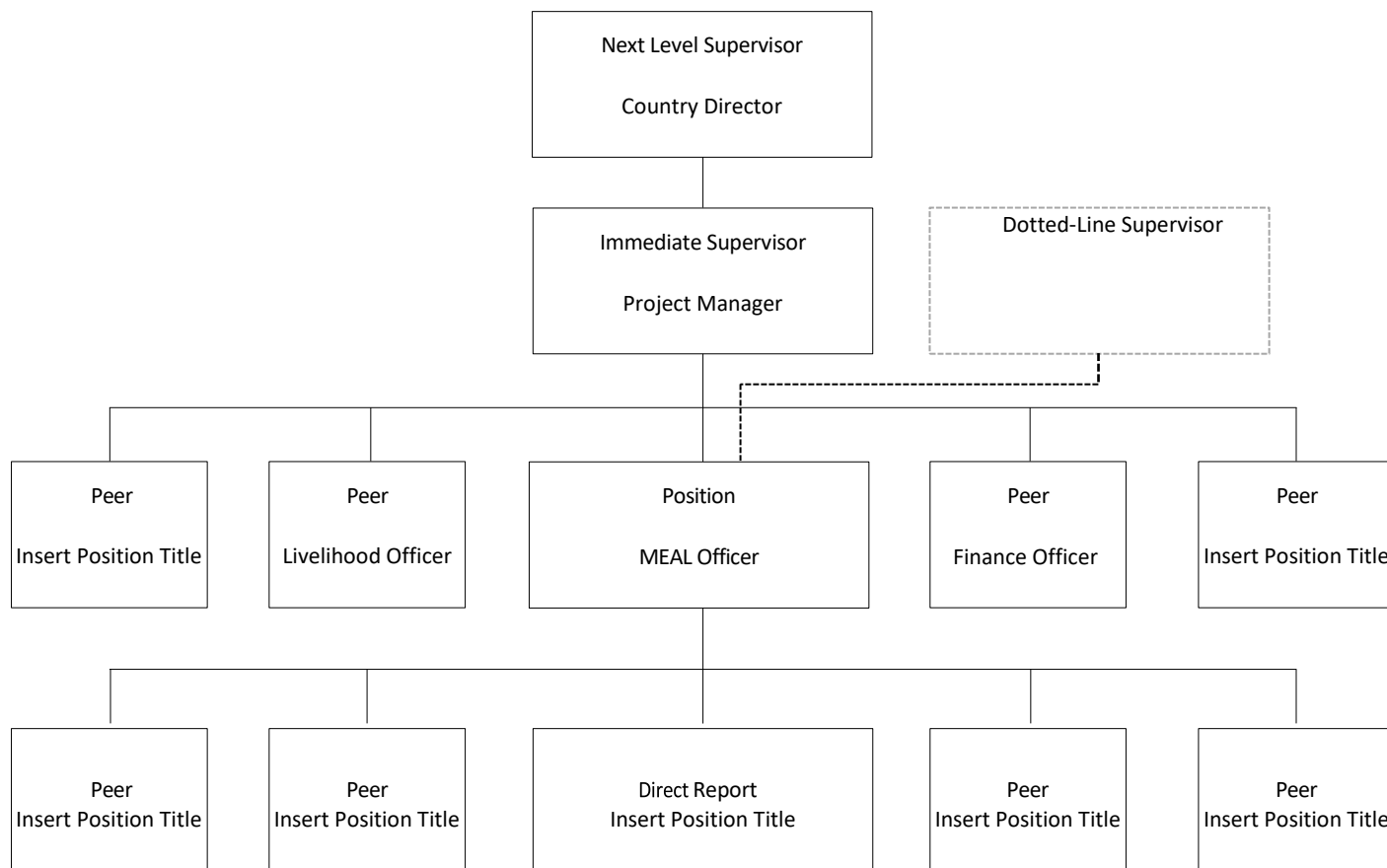
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational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