

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: Project Manager	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: Jerome Lanit	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 Project Manager will provide overall leadership, management, and technical oversight for the Coco LIFT (Coconut Livelihoods through Innovation, Farming, and Trade) Project. The position is responsible for ensuring effective implementation of project activities aimed at improving climate-resilient coconut livelihoods, increasing farmer incomes, strengthening farmer organizations and enterprises, enhancing market access, and promoting sustainable coconut production in Sarangani and South Cotabato. The Project Manager will oversee project planning, partnership development, team management, budget administration, donor compliance, monitoring and evaluation, and stakeholder engagement to achieve project targets and deliver sustainable impact for smallholder coconut farming communities.

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

Project Leadership and Implementation Management	30%
Lead the overall planning, implementation, monitoring, and quality assurance of project activities to ensure achievement of project goals, targets, and donor commitments. Develop work plans, implementation schedules, and risk mitigation strategies to ensure timely and effective project delivery.	

JOB RESPONSIBILITY 2

Partnership and Stakeholder Engagement	20 %
Establish and maintain strong working relationships with farmer cooperatives, producer organizations, local government units, the Philippine Coconut Authority, financial institutions, private sector partners, and other stakeholders. Facilitate collaboration and coordination to strengthen sustainability, market access, and stakeholder ownership.	

JOB RESPONSIBILITY 3

Agricultural Value Chain and Enterprise Development	15 %
Oversee project interventions that strengthen climate-resilient coconut production, intercropping systems, enterprise development, value-added processing, access to finance, and market linkage initiatives. Support the growth of farmer organizations and enterprises to improve productivity, income diversification, and competitiveness.	

JOB RESPONSIBILITY 4

MEAL System Design and Implementation	15 %
•Lead development and operationalization of the project MEAL Framework, including indicators, tools, and learning agenda •Oversee baseline, midline, endline, and outcome harvesting processes. •Ensure regular data collection, analysis, and reporting (quantitative and qualitative). •Institutionalize feedback and accountability mechanisms (FAM, hotlines, community feedback loops). •Promote adaptive management through learning reviews and evidence-based decision-making.	

JOB RESPONSIBILITY 5

Financial Management and Team Leadership	15 %
Manage project budgets, resource utilization, procurement planning, and compliance with donor and organizational requirements. Supervise project staff, promote collaboration and accountability, and support staff performance and professional development.	

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 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 seven 3-5 years of relevant experience managing agriculture, livelihood, rural development, or value chain development projects.
- Proven experience in project planning, implementation, monitoring, evaluation, budgeting, and donor reporting.
- Experience working with farmer organizations, cooperatives, producer groups, and rural communities.
- Strong stakeholder engagement, partnership-building, and facilitation skills.
- Strong financial management and budget monitoring experience.

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**

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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 Project Manager because the role involves overseeing project implementation and coordinating with diverse stakeholders, including farmer organizations, government agencies, and private sector partners. The Project Manager must address operational, strategic, and partnership challenges to ensure the timely achievement of project goals. Effective problem-solving supports efficient resource management, strong stakeholder engagement, and successful delivery of project outcomes.

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 1 - Foundational**
 Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- INCLUSION Level 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 Level 1 - Foundational**
 Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- DELIVERING RESULTS Level 1 - Foundational**
 Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- COMMUNICATION Level 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

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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](#).

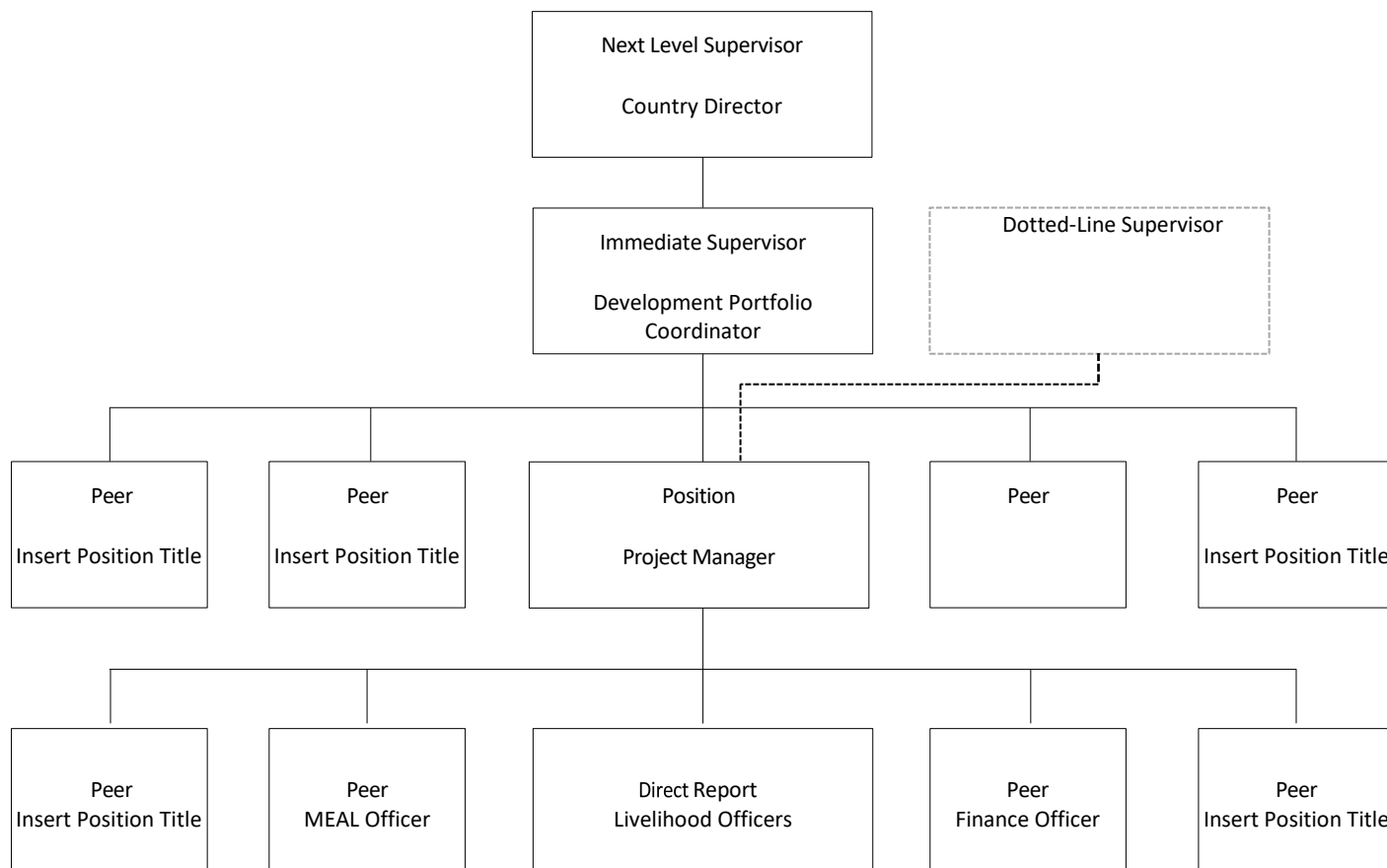
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational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

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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