

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: THRIVE BHW Project
Location (Country, City): Quezon Province	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 lead the overall implementation, coordination, and management of the THRIVE-BHW (Transforming Health Systems through Resilient, Inclusive, and Valued Engagement of Barangay Health Workers) Project in Quezon Province. The role is responsible for ensuring the delivery of project objectives related to strengthening the capacity, resilience, and socio-economic well-being of Barangay Health Workers (BHWs), while enhancing health systems and supporting the sustainability of the National BHW Federation. The Project Manager will oversee project planning, partnerships, budget management, donor compliance, team supervision, stakeholder engagement, monitoring and evaluation, and reporting to ensure quality implementation and achievement of project outcomes benefiting approximately 2,000 BHWs and underserved 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, and monitoring of project activities to ensure timely and quality delivery of project objectives, targets, and outcomes. Develop annual work plans, implementation schedules, and risk mitigation measures while ensuring compliance with donor requirements, CARE policies, and project commitments.	

JOB RESPONSIBILITY 2

Stakeholder Engagement and Partnership Management	25 %
Establish and maintain strong relationships with local government units, health offices, Barangay Health Workers, the National BHW Federation, community leaders, project partners, and other key stakeholders. Facilitate strategic collaboration, advocacy initiatives, and coordination mechanisms to strengthen project ownership and sustainability.	

JOB RESPONSIBILITY 3

Team Leadership and Capacity Building	20 %
Provide leadership, coaching, and performance management to project staff and consultants. Foster a collaborative and inclusive work environment while supporting the capacity development of project teams, BHW leaders, federation representatives, and community stakeholders in health systems strengthening, governance, and organizational development.	

JOB RESPONSIBILITY 4

Monitoring, Evaluation, Learning, and Reporting	10 %
Oversee project monitoring, data quality assurance, learning activities, and reporting processes. Ensure accurate tracking of outputs, outcomes, and impact indicators, and prepare timely narrative and technical reports for donors, management, and partners. Promote evidence-based decision-making and knowledge-sharing across project stakeholders.	

JOB RESPONSIBILITY 5

Financial Management and Compliance	10 %
Manage project budgets, resource utilization, procurement planning, and financial monitoring in coordination with finance and operations teams. Ensure compliance with donor regulations, organizational policies, audit requirements, and internal controls while maximizing the efficient use of project resources.	

JOB RESPONSIBILITY 6

PEOPLE & CULTURE

Other Responsibilities	5% of time %
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 Public Health, Community Development, Social Work, Nursing, Development Studies, Public Administration, Health Sciences, Social Sciences, or a related field, or an equivalent combination of education and relevant work experience.
Training in project management, program implementation, monitoring and evaluation, or community-based development programs

Desired

Master's degree is an advantage.

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 managing donor-funded development, health, or community-based projects.
- 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

PEOPLE & CULTURE

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 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 3 - Inspirational**
 Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- INCLUSION Level 3 - Inspirational**
 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 3 - Inspirational**
 Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- DELIVERING RESULTS Level 3 - Inspirational**
 Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- COMMUNICATION Level 3 - Inspirational**
 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](#).

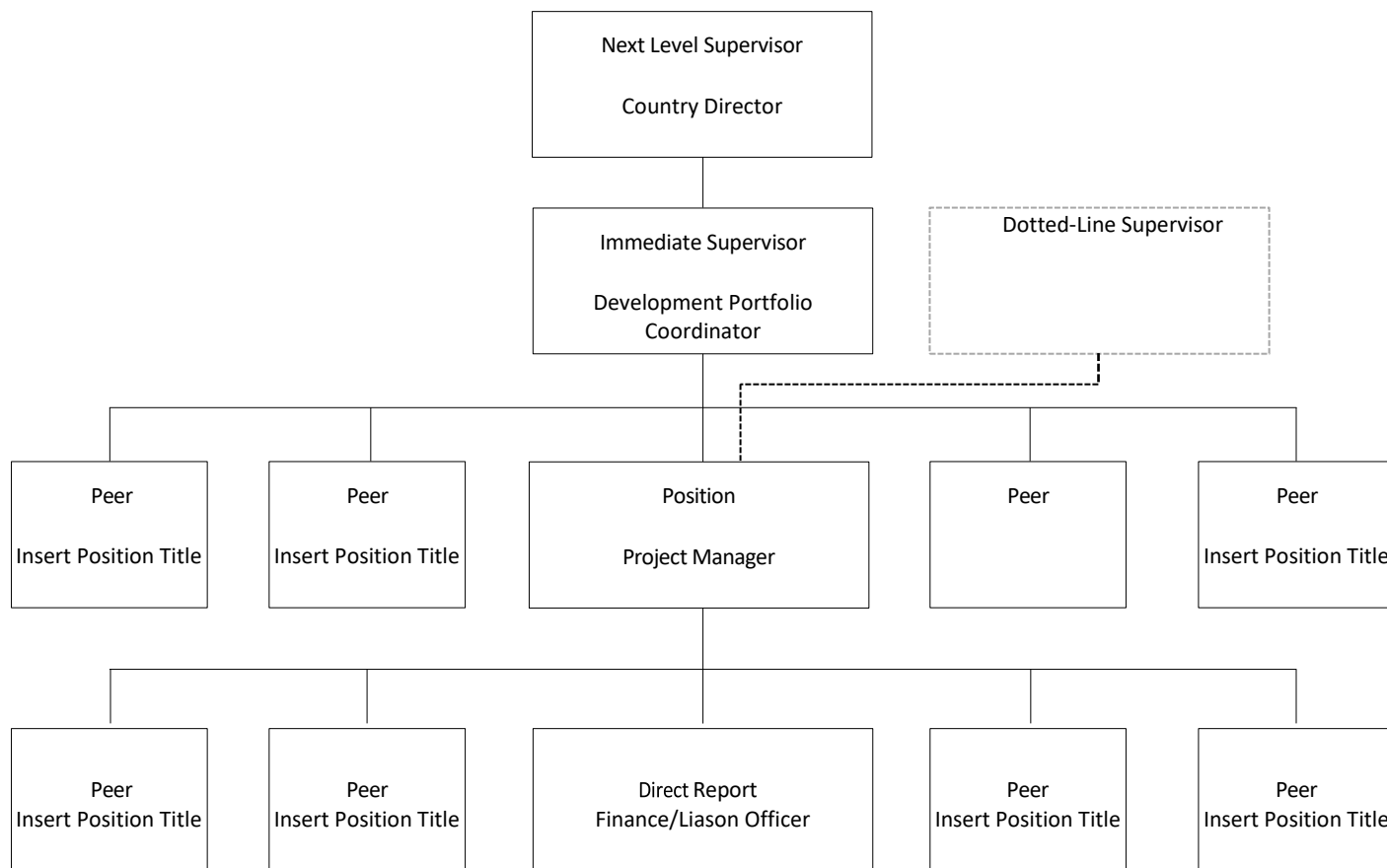
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational 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 3 - Inspirational
Delivering Results	Level 3 - Inspirational
Communication	Level 3 - Inspirational

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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