

Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at hrservicecenter@care.org.

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

Position Information

Position title: MEAL and Project Support Officer	Date requested: July 10, 2026
Type of position: Full time, Project Based (1year)	Grade (for HR use only):
Division: Development Unit	Department: Livelihood – ReLiEF Canlaon Project
Country: Philippines	Incumbent's name (if applicable):

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 and Project Support Officer is responsible for leading the project's Monitoring, Evaluation, Accountability and Learning (MEAL) system while providing project operations support through finance, administration, procurement, logistics, and financial inclusion activities.

The position ensures quality monitoring, reporting, accountability, and operational compliance while supporting the establishment and strengthening of Village Savings and Loan Associations (VSLAs) to enhance household resilience, enterprise development, and women's economic empowerment. The position works closely with CARE support units, local government partners, financial institutions, and community organizations to ensure effective and timely project implementation.

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: Monitoring, Evaluation, Accountability and Learning (MEAL) System Management

The MEAL Officer leads the implementation of the project's Monitoring, Evaluation, Accountability and Learning system to ensure quality data management, evidence-based decision-making, adaptive management, and accountability to project participants.

- Support the development and operationalization of the Project Measurement Framework (PMF), MEAL Framework, data collection tools, and monitoring plans.

25%

% of time

- Coordinate baseline, routine monitoring, outcome harvesting, endline assessment, and evaluation activities.
- Develop and maintain project databases using KoboCollect, Excel, and other approved digital platforms.
- Monitor project indicators, targets, and accomplishments.
- Conduct data validation, analysis, visualization, and reporting.
- Generate monthly, quarterly, donor, and management reports.
- Document lessons learned, best practices, success stories, and knowledge products.
- Support adaptive learning sessions and implementation reviews.
- Ensure quality assurance of project data and documentation.
- Develop and implement monitoring tools to track project, VSLA, and financial inclusion indicators and support evidence-based decision-making.
- Analyze savings, lending, and household resilience data to support adaptive management.
- Produce periodic MEAL reports covering both livelihood and financial inclusion outcomes.

JOB RESPONSIBILITY 2: Administration, Finance and Grants Management

Provides financial and administrative support to ensure efficient project operations and compliance with CARE and donor requirements.

25%

% of time

- Prepare payment requests, cash advances, liquidation reports, vouchers, and other supporting financial documentation in accordance with CARE financial procedures.
- Maintain accurate financial records, filing systems, and supporting documents to ensure completeness, accuracy, and audit readiness.
- Monitor project expenditures, cash flow, and budget utilization against approved budgets, and promptly flag any variances to the Project Manager.
- Coordinate budget tracking, financial reporting, and reconciliation with the CARE Finance team.
- Prepare periodic financial monitoring reports and provide financial information to support project management, planning, and decision-making.
- Support annual work planning, budget preparation, and financial forecasting.
- Support internal and external financial audits by preparing and organizing the required documentation.
- Maintain accurate records of project assets, equipment, and inventories, and conduct regular inventory updates and verification.
- Coordinate office administration, including procurement of office supplies, utilities, logistics, and general administrative requirements.
- Maintain organized project records, correspondence, contracts, administrative files, and other project documentation in accordance with CARE records management standards.

JOB RESPONSIBILITY 3: Financial Inclusion and Savings (VSLA)

Supports initiatives that improve the resilience and economic recovery of volcano-affected households through community-managed savings and loan mechanisms.

20%

% of time

- Facilitate the establishment, strengthening, and monitoring of Village Savings and Loan Associations (VSLAs).
- Support community mobilization and orientation on CARE VSLA methodology.
- Conduct training on savings and loans, financial literacy, household financial management, business record keeping and enterprise finance.

- Monitor VSLA performance using CARE monitoring tools.
- Support preparation of VSLA financial records and reporting.
- Facilitate linkage of savings groups with cooperatives, banks, microfinance institutions, and government financing programs.
- Support women-led savings groups and enterprise initiatives.
- Monitor financial inclusion indicators and household economic resilience.

JOB RESPONSIBILITY 4: Accountability, Procurement, Logistics and Operational Support

- Ensure accountability to project participants by maintaining accessible, responsive, and confidential feedback and safeguarding mechanisms, while coordinating procurement and logistics requirements to support timely and effective project implementation.
- Establish and maintain CARE's Feedback and Accountability Mechanism (FAM), ensuring accessible, responsive, confidential, and timely management of participant feedback, complaints, referrals, and response tracking.
 - Ensure compliance with CARE accountability, safeguarding, confidentiality, and protection standards throughout project implementation.
 - Support staff, partners, and participants' orientation on CARE's Safeguarding Policy, Code of Conduct, Gender Equality, and Protection principles.
 - Monitor the implementation of accountability mechanisms, analyze participant feedback, and prepare accountability reports with recommendations for continuous program improvement.
 - Prepare procurement requests, purchase documentation, and coordinate procurement processes with the CARE Procurement Unit in compliance with CARE procurement policies and procedures.
 - Facilitate logistics arrangements for project activities, including venue reservations, transportation, accommodation, travel, and other operational requirements.
 - Manage the inventory, storage, and distribution of project materials, supplies, and equipment.
 - Maintain complete procurement records, supplier documentation, contracts, and other procurement files to ensure audit readiness and compliance.
 - Ensure compliance with CARE financial, procurement, administrative, and donor requirements.

15%

% of time

JOB RESPONSIBILITY 5: Project Coordination, Documentation and Knowledge Management

- Supports project implementation through documentation and coordination activities.
- Prepare meeting minutes, attendance sheets, and activity documentation.
 - Support organization of stakeholder meetings, trainings, workshops, and consultations.
 - Assist in donor visits, monitoring, and field reviews.
 - Maintain project documentation and filing systems.
 - Support coordination of stakeholder meetings and project events.
 - Document good practices and implementation lessons for knowledge sharing highlighting women-led savings groups.
 - Support donor visits and project learning exchanges.

10%

% of time

OTHER RESPONSIBILITIES AS ASSIGNED

- Perform other duties assigned by the Project Manager.
- Provide technical support to CARE livelihood and financial inclusion initiatives.
- Support emergency response and Crisis Modifier activation through emergency preparedness and community financial resilience activities.

5%

% of time

Qualification (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, Agriculture, Business Administration, Accounting, Finance, Public Administration, Social Sciences, or any related field, or an equivalent combination of education and work experience.

Desired

Training in Monitoring and Evaluation, Financial Management, KoboCollect or digital data collection, project administration or grants management, Village Savings and Loan Associations (VSLA), Financial Inclusion, Microfinance, Community Enterprise Development.

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

- Minimum 3–5 years of professional experience in Monitoring, Evaluation, Accountability and Learning (MEAL), project administration, finance, or project operations.
- Experience in quantitative and qualitative data collection and analysis.
- Knowledge of database management and digital data collection platforms (KoboCollect, ODK, Excel).
- Experience preparing donor and management reports.
- Knowledge of budgeting, financial documentation, liquidation, and administrative processes.
- Experience coordinating procurement and logistics.
- Strong documentation and records management skills.
- Excellent analytical, organizational, and report-writing skills.
- Proficiency in Microsoft Excel, Word, PowerPoint, and digital collaboration platforms.
- Willingness to conduct regular field monitoring in remote communities.

Desired

Experience implementing CARE approaches such as MEAL systems, Feedback and Accountability Mechanisms (FAM), and Village Savings and Loan Associations (VSLA). Experience in livelihoods, financial inclusion, or digital financial services is an advantage. Knowledge of Power BI or GIS is desirable.

Problem Solving

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

Select Level: **1** **2** **3**

2. 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.

Why does the position fall into this category?

The position independently plans and carries out MEAL, financial, administrative, and operational activities following established CARE systems and procedures. It exercises judgment in managing data quality, financial documentation, logistics coordination, and reporting while referring major operational, financial, or programmatic issues to the Project Manager.

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 1 - Foundational**

Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.

PEOPLE & CULTURE

- **INCLUSION 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 1 - Foundational**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS 1 - Foundational**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION 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

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.

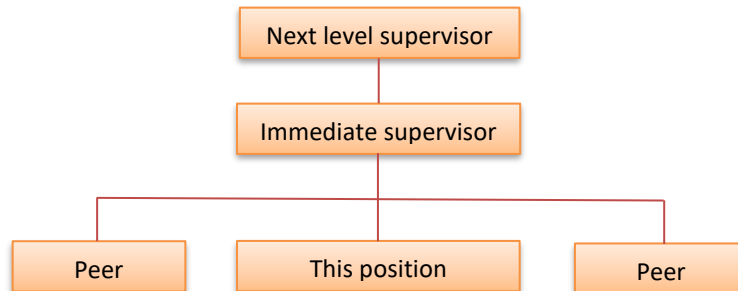
C. Functional Competencies

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	1 - Foundational
Delivering Results	1 – Foundational
Relationship Building	1 - Foundational

ORGANIZATION



SIGN-OFF

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: