

Job Description (Region)

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:Coastal Resilience Project Manager	Date requested:21 September 2026
Type of position:Project-based, Full-time	Grade (for HR use only):
Division:Programs	Department:Humanitarian Action, Climate, and Disaster Resilience
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 Coastal Resilience Project Manager leads day-to-day delivery of two linked coastal projects in Araceli and Dumarán, Palawan: Project PARAW, funded by the Australian government, which builds women-led coastal livelihoods and community disaster risk management, and CARE's Scaling Up Farmers' Field and Business Schools pilot for fisherfolk. Reporting to the Head of Programs, the Project Manager leads the Palawan field team, works with the implementing partner and local governments, manages the budgets, and ensures quality, safeguarding and donor compliance. The role is expected to deliver both projects on time and within budget, strengthen women's livelihoods and community preparedness, and share lessons that help scale the approach.

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

Project Delivery and Field Operations

- Lead day-to-day delivery of both project workplans in six coastal communities: community entry and baseline, Fisher Field and Business School training cycles, women's savings groups and collectives, seed capital, and disaster preparedness (risk assessments, early warning and early action, contingency plans, drills).
- Develop and maintain the field implementation plan, monitor progress against indicators and timelines, and adjust activity sequencing when access, weather, security or resource constraints arise.
- Supervise the Palawan field team and coordinate the community facilitators (at least 30, half of them women).
- Keep the activities of the two projects coordinated and not duplicated.
- Impact: planned results reach fisherfolk households, especially women, on time and to standard.

30

% of time

JOB RESPONSIBILITY 2

Partnership and Stakeholder Coordination

- Manage the relationship with the implementing partner ACCORD, including the partnership agreement, joint planning, monthly coordination meetings and joint quality reviews.
- Serve as CARE's main contact with municipal and barangay governments, the Bureau of Fisheries and Aquatic Resources, Palawan State University and other local stakeholders.
- Coordinate with CARE technical, finance, grants, monitoring and communications colleagues in Manila.
- Host and brief donor representatives and other visitors to the project sites.
- Impact: local governments adopt disaster plans and keep supporting community livelihoods after the projects end.

20

% of time

JOB RESPONSIBILITY 3

Budget and Compliance Management

- Monitor spending against the approved budgets of both projects, report variances with the Finance and Grants Officer, and recommend budget changes.
- Authorize field-level spending within delegated authority and approve field procurement requests.
- Review partner financial reports and make sure costs are correctly charged to each project.
- Maintain the documentation needed to comply with CARE policies and donor requirements.
- Impact: spending matches plans, reviews and audits are passed, and donor confidence is protected.

20

% of time

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JOB RESPONSIBILITY 4

Monitoring, Reporting and Learning

- Oversee the shared monitoring and learning system with the monitoring officers: baseline and endline studies, the mid-project review, and regular data review.
- Prepare quarterly and annual donor reports and internal reports on schedule.
- Document lessons, case studies and knowledge products, and share learning from the Palawan pilot with CARE's wider network.
- Impact: evidence that shows results, guides adjustments, and supports scaling and future funding.
- Take part in monthly program reviews, quarterly reflection sessions and CARE Philippines meetings; support concept notes and proposals for coastal programs; and carry out other duties assigned by the supervisor.

15

% of time

JOB RESPONSIBILITY 5

Team Leadership, Gender and Safeguarding

- Lead and coordinate field staff, including work planning, coaching, performance reviews, and recruitment and onboarding of field positions.
- Work with the Protection, Gender, and Inclusion Officer so that women, people with disabilities, indigenous peoples and youth take part meaningfully in project activities.
- Run the community feedback and complaints system and follow CARE's safeguarding policy, including reporting any incident within 24 hours.
- Impact: communities trust the project and women gain a stronger voice in livelihood and disaster decisions.

10

% of time

OTHER RESPONSIBILITIES AS ASSIGNED

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.

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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, fisheries, agriculture, environmental science, social sciences or a related field, or equivalent combination of education and work experience.

Desired

Post-graduate degree in a related field, or equivalent combination of education and work experience. Training in project management, gender equality and inclusion, or disaster risk reduction.

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 5 years of progressive experience managing community-based livelihoods and/or disaster risk reduction projects, including direct supervision of field staff.
- Experience managing donor-funded project budgets, financial reporting and compliance.
- Experience working with local governments and implementing partners.
- Excellent written and spoken English and Filipino. Willingness to be based in Palawan and to travel regularly to remote coastal communities.

Desired

- Experience with farmer or fisher field schools or similar participatory learning approaches, village savings and loan associations, and women's economic empowerment.
- Experience with projects funded by the Australian government.
- Knowledge of coastal resource management or nature-based solutions.
- Ability to speak a local language of Palawan.

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**

d how to do it are clearly defined, and the incumbent will face identical or similar pr

Why does the position fall into this category?

The Project Manager works within approved project designs, workplans and budgets, but how to deliver them varies by community and season. The role must adapt implementation to weather, hazards, partner capacity, local government priorities and budget limits, balance the needs of two projects, and resolve field, partner and financial issues, with strategic oversight from the Head of Programs.

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

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

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 2 - Capable**
 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.

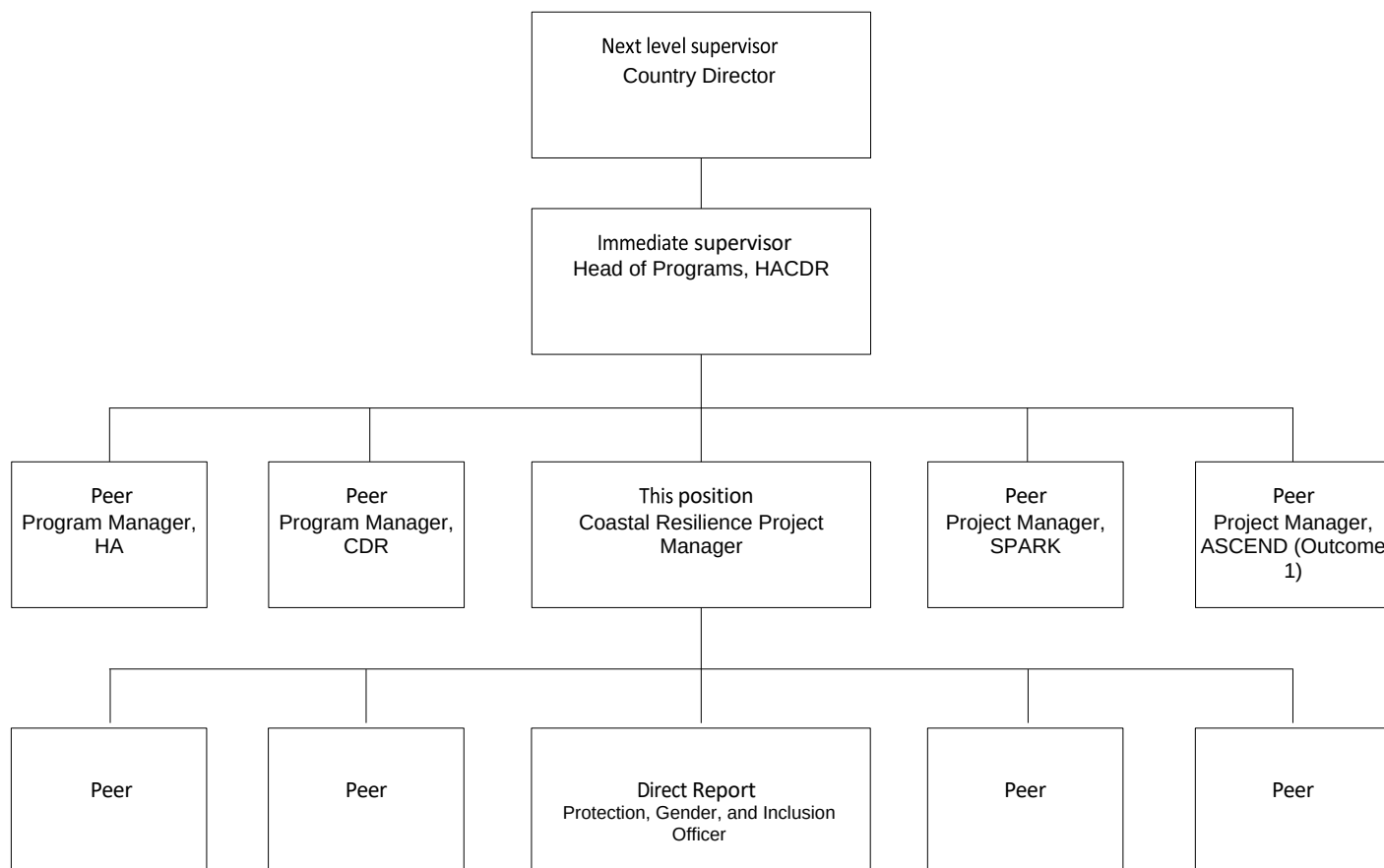
C. Functional Competencies

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
Project Management	3 - Inspirational
Program Planning & Development	3 - Inspirational
Planning, Organizing, & Results Orientation	

Organization



Sign-off

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: