

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:Protection, Gender, and Inclusion Officer	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 Protection, Gender, and Inclusion Officer leads gender, disability and social inclusion work and safeguarding for Project PARAW, a coastal livelihoods and disaster resilience project in Araceli and Dumaran, Palawan. The officer trains and coaches CARE and partner staff and community facilitators, runs the community feedback and complaints system, maps support services for survivors of violence, and carries out regular safeguarding checks. The role makes sure women, people with disabilities, indigenous peoples and youth can take part safely and meaningfully, and that risks of harm, including backlash against women's growing roles, are identified and managed.

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

Gender, Disability and Social Inclusion Integration

" Lead gender equality, disability and social inclusion integration across project design, implementation and monitoring, using the project's inclusion analysis and action plan.

" Coordinate gender norm change work, including workshops that engage men and boys, and support women's leadership in collectives, savings groups and disaster risk councils.

" Ensure accessible venues, materials and schedules (including flexible times and childcare), and use of disability questions at baseline and endline.

" Support consent processes with indigenous communities before any engagement.

" Impact: women, people with disabilities, indigenous peoples and youth take part meaningfully, lead, and benefit.

30

% of time

JOB RESPONSIBILITY 2

Safeguarding and Protection Compliance

" Lead safeguarding and protection compliance for CARE staff, partner staff, community facilitators and volunteers, including orientations before deployment, safer recruitment checks and conduct standards.

" Keep the project safeguarding risk assessment and action plan up to date, and monitor risks such as violence in response to women's increased income and decision-making, and exploitation linked to seed capital and savings groups.

" Carry out quarterly safeguarding spot checks of community facilitators and field activities.

" Support CARE's Safeguarding Focal Point in handling incidents, ensuring reports are made within 24 hours and survivors are treated with care and confidentiality.

" Impact: people are protected from harm, and concerns are handled quickly and safely.

25

% of time

JOB RESPONSIBILITY 3

Feedback, Accountability and Referral Pathways

" Set up and oversee the community feedback and complaints system in the first month, with several channels chosen with communities and accessible to women, youth, people with disabilities and indigenous peoples, including confidential and anonymous reporting.

" Map survivor support and referral services in each community before activities begin, and keep the list updated with local service providers.

" Compile monthly feedback reports, make sure concerns are acted on and answered, and support quarterly community score cards.

" Impact: communities trust the project and help shape it.

15

% of time

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JOB RESPONSIBILITY 4

Capacity Building and Technical Support

" Train and coach CARE and partner staff, community facilitators and local government partners on gender, inclusion, safeguarding and protection.

" Give technical guidance to the Project Manager, field team and partner ACCORD, and review plans, tools and materials for gender and inclusion quality.

" Support ACCORD to strengthen its own gender and safeguarding practices.

" Impact: teams and partners can apply safe, inclusive practices on their own.

15

% of time

JOB RESPONSIBILITY 5

Monitoring, Reporting and Learning

" Work with the monitoring officers to track gender and inclusion results, with data by sex, age, disability and indigenous identity, including women's empowerment scores, norm change and women in leadership roles, at baseline and endline.

" Prepare inputs on gender, inclusion and safeguarding for quarterly and annual donor reports, and document lessons and case studies.

" Make regular visits to project sites in Araceli and Dumaran.

" Impact: evidence that guides adjustments and shows progress on gender equality and inclusion.

" Take part in monthly program reviews, quarterly reflection sessions and CARE Philippines meetings; support concept notes, proposals and learning work on gender, protection and inclusion; and carry out other duties assigned by the supervisor.

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 social sciences, gender and development, development studies, social work, law or a related field, or equivalent combination of education and work experience.

Desired

Post-graduate degree in gender studies, protection, humanitarian affairs or a related field, or equivalent combination of education and work experience. Formal training in safeguarding, protection from sexual exploitation and abuse, gender-based violence response, or disability inclusion.

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 years of experience in gender, protection, safeguarding or social inclusion work in development or humanitarian programs.
- " Experience training, coaching and facilitating with staff, partners and community groups.
- " Working knowledge of safeguarding, protection from sexual exploitation and abuse, and survivor-centered responses to gender-based violence, including referral pathways.
- " Excellent written and spoken English and Filipino. Willingness to travel regularly to remote coastal communities in Palawan.

Desired

- " Experience integrating gender and disability inclusion in livelihoods or disaster risk reduction programs.
- " Experience working with indigenous peoples' communities, including free, prior and informed consent processes.
- " Knowledge of gender-transformative approaches, including engaging men and boys.
- " Experience with projects funded by the Australian government.
- " 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

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

Why does the position fall into this category?

The Protection, Gender, and Inclusion Officer works within CARE's safeguarding and gender standards and the project's approved plans, but must decide how to apply them in very different community situations, such as responding to sensitive reports, reaching women and people who are often left out, and adjusting activities when risks change. Complex or serious cases are referred to the supervisor and CARE's Safeguarding Focal Point.

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 2 - Capable
 Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- INCLUSION 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 2 - Capable
 Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- DELIVERING RESULTS 2 - Capable
 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 1 - N/A
 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 1 - N/A
 Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

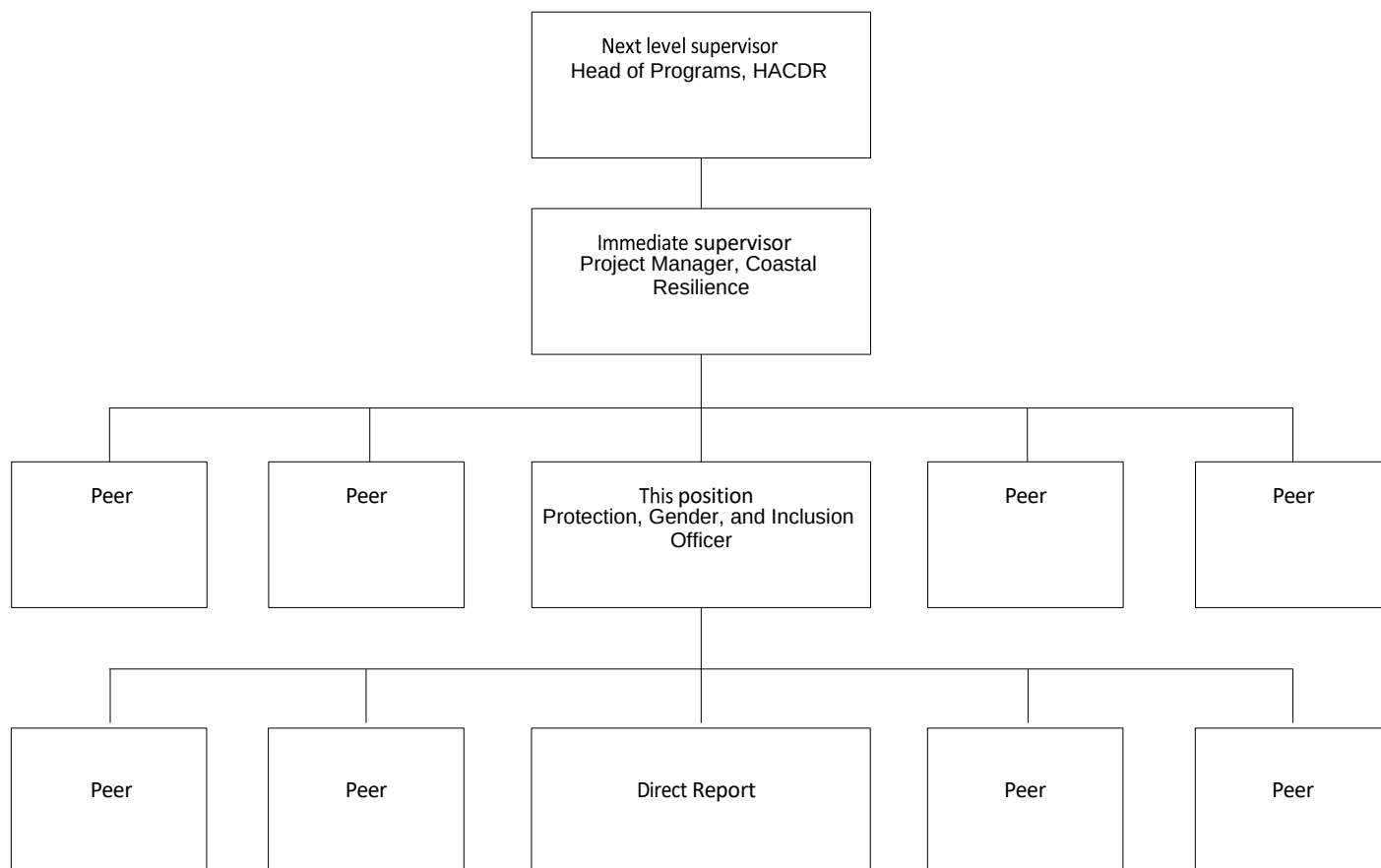
C. Functional Competencies

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
Facilitation	3 - Inspirational 3
Safety and Risk Management	3 - Inspirational 3
Problem Solving & Decision Making	2 - Capable 2

Organization



Sign-off

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: