

## 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

|                                                          |                                                                              |
|----------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Position title:</b> Savings & Program Support Officer | <b>Date requested:</b> 25/09/2026                                            |
| <b>Position Type (FT/ part-time/ ST etc.):</b> Full Time | <b>Grade (for HR use only):</b> Click or tap here to enter text.             |
| <b>Division:</b> Development Unit                        | <b>Department:</b> Livelihood – Coco RISE                                    |
| <b>Location (Country, City):</b> Philippines             | <b>Incumbent's name (if applicable):</b> Click or tap here to enter text.    |
| <b>Line Manager:</b> Project Manager                     | <b>Dotted-line Manager (if applicable):</b> Click or tap here to enter text. |
| <b>Travel Requirement:</b> % 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 Savings & Program Support Officer provides day-to-day administrative, financial, procurement, logistics, liaison, field operations, and savings-related support to ensure timely and efficient implementation of the Coco RISE Project. The position ensures planned activities are operationally ready and properly documented while supporting savings promotion, financial literacy, financial inclusion, Village Savings and Loan Association (VSLA) strengthening, and linkages with financial service providers. The role works closely with CARE support units, local governments, community organizations, financial institutions, service providers, and other project partners to deliver quality project interventions and achieve project targets.

### 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

| Administration, Finance and Operational Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | % |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <p>Provides administrative and financial support to ensure efficient project operations and compliance with CARE and donor requirements.</p> <ul style="list-style-type: none"> <li>▪ Prepare payment requests, cash advances, liquidation reports, vouchers, and complete supporting documents in accordance with CARE financial procedures.</li> <li>▪ Maintain accurate financial records and filing systems to ensure completeness, accuracy, and audit readiness.</li> <li>▪ Monitor expenditures and budget utilization against approved activity budgets and flag variances to the Project Manager.</li> <li>▪ Coordinate budget tracking, reconciliation, and finance requirements with the CARE Finance team.</li> </ul> |   |

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- Support work planning, budgeting, cash forecasting, and timely processing of financial requirements.

### JOB RESPONSIBILITY 2

| Procurement, Logistics and Activity Readiness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25 % |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Ensures procurement and logistics requirements are completed on time so planned project activities can proceed efficiently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |
| <ul style="list-style-type: none"> <li>▪ Prepare and consolidate procurement requests, specifications, and required project supporting documents; identify potential suppliers and support the collection of quotations; and coordinate processing with the CO Program Support Team in line with established procedures and subject to their review.</li> </ul> <p>Formal procurement functions, including supplier selection and evaluation, procurement review and approval, and PO issuance, remain centrally with the CO Program Support Team and the appropriate approving authorities.</p> <ul style="list-style-type: none"> <li>▪ Track procurement actions and delivery schedules against the approved work plan and activity calendar.</li> <li>▪ Coordinate venues, transportation, accommodation, meals, supplies, equipment, communications, and other activity logistics.</li> <li>▪ Conduct pre-activity readiness checks to confirm materials, equipment, transport, venue, funds, and participant arrangements are in place.</li> <li>▪ Coordinate receipt, storage, issuance, movement, and distribution of BHW kits, livelihood inputs, training materials, supplies, and equipment.</li> </ul> |      |

### JOB RESPONSIBILITY 3

| Stakeholders Support, Coordination, and Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 % |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Supports effective coordination with BHWs, local governments, BHW Federations, government agencies, service providers, and community partners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |
| <ul style="list-style-type: none"> <li>▪ Serve as project liaison for routine coordination, follow-up, scheduling, and communication with participants and local stakeholders.</li> <li>▪ Support community mobilization, participant confirmation, registration, profiling, and orientation.</li> <li>▪ Coordinate activity schedules and requirements with municipal and barangay partners, health offices, and BHW leaders.</li> <li>▪ Assist in organizing stakeholder meetings, consultations, trainings, learning sessions, and federation activities.</li> <li>▪ Support linkages with government agencies, financial institutions, cooperatives, microfinance institutions, markets, technology providers, and other services.</li> <li>▪ Follow up agreed actions, commitments, referrals, and arrangements with partners and participants.</li> </ul> |      |

### JOB RESPONSIBILITY 4

| Community Training, Savings and Financial Inclusion Support | 20 % |
|-------------------------------------------------------------|------|
|-------------------------------------------------------------|------|

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- Support the formation, strengthening, and monitoring of Village Savings and Loan Associations (VSLA) and other community-based savings groups.
- Facilitate financial literacy sessions covering savings, budgeting, household financial management, responsible borrowing, and basic enterprise planning.
- Promote savings mobilization and financial inclusion initiatives among project participants and community groups.
- Coordinate linkages between savings groups and formal financial institutions, cooperatives, microfinance institutions, and other financial service providers.
- Monitor and document savings group performance, membership participation, savings accumulation, and related project indicators.
- Support implementation of project activities related to economic empowerment, financial inclusion, and access to financial services.
- Assist in coordinating with financial service providers and stakeholders to increase access to savings and credit opportunities for project participants.

### JOB RESPONSIBILITY 5

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Project Documentation and Accountability Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5 % |
| <p>Supports complete and timely project documentation, accountability, and information management.</p> <ul style="list-style-type: none"> <li>▪ Prepare meeting minutes, attendance sheets, activity reports, photo documentation, and other activity records.</li> <li>▪ Maintain organized electronic and hard-copy project files and ensure supporting documents are complete and retrievable.</li> <li>▪ Support collection and consolidation of basic activity and participant data for project monitoring and reporting.</li> <li>▪ Support implementation and visibility of CARE's Feedback and Accountability Mechanism (FAM) during activities.</li> <li>▪ Receive and appropriately refer participant feedback or concerns in accordance with CARE procedures and confidentiality requirements.</li> </ul> |     |

### JOB RESPONSIBILITY 6

|                                                                                                                                                                                                                                                                                                 |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Other Responsibilities                                                                                                                                                                                                                                                                          | 5% of time % |
| <ul style="list-style-type: none"> <li>▪ Perform other duties assigned by the Project Manager.</li> <li>▪ Support other project operations, community activities, and field requirements assigned.</li> <li>▪ Support emergency response and Crisis Modifier activation as required.</li> </ul> |              |

## 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

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Bachelor's degree in accounting, Finance, Business Administration, Management, Economics, or a related field, or an equivalent combination of education and work experience.

### Desired

Training in project administration, financial management, procurement and logistics, community facilitation, VSLA, financial literacy, livelihood or enterprise development, WLiE/gender equality, safeguarding, or digital applications is desirable.

### 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 2-3 years of relevant experience in project administration, finance, procurement, logistics, field operations, community development, or similar project support functions.
- Experience preparing financial, administrative, procurement, and logistics documentation.
- Experience coordinating field activities, trainings, meetings, travel, supplies, and activity logistics.
- Experience in community mobilization, training support, or facilitation with community groups or local government partners.
- Working knowledge of budgeting, cash advances, liquidation, records management, and basic financial controls.
- Strong documentation, communication, coordination, and interpersonal skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, and common digital collaboration and mobile applications.

### Desired

Experience with CARE or similar development/humanitarian programs is an advantage. Experience with VSLA, livelihood and enterprise activities, WLiE or gender-responsive programming, safeguarding/FAM, and digital health or learning applications 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: 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?

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The role requires resolving operational and financial challenges related to budgeting, procurement, logistics, administration, and compliance. The position must ensure adherence to CARE policies and donor requirements while responding to operational needs and supporting efficient project implementation.

### 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 | <b>Foundational:</b> Baseline behaviors.                                                   | <b>Support</b>      |
| Level 2 | <b>Capable:</b> Practical application of the behaviors.                                    | <b>Professional</b> |
| Level 3 | <b>Inspirational:</b> Role models, coaches, and influences demonstration of the behaviors. | <b>Managerial</b>   |
| Level 4 | <b>Transformational:</b> Envisions and innovates the next generation of the behaviors.     | <b>Executive</b>    |

#### 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 2- Capable**  
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION Level 2- Capable**  
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 2- Capable**  
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS Level 2- Capable**  
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION Level 2- Capable**  
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](#).

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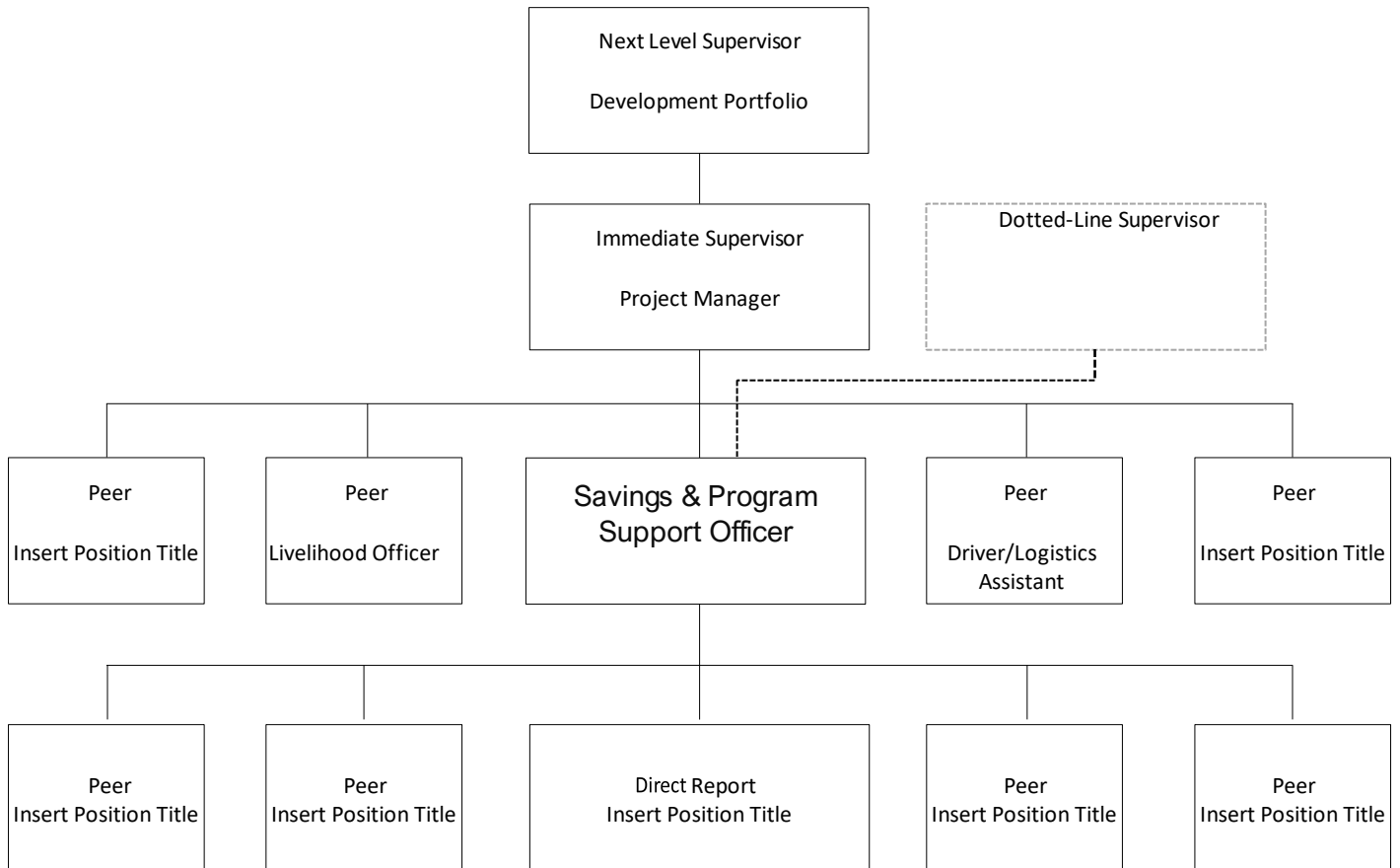
- **STRATEGIC LEADERSHIP & EXECUTION**  
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**  
Inspires, motivates, & empowers people to achieve organizational 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       |
|-----------------------|-------------------------|
| Delivery Results      | <b>Level 2- Capable</b> |
| Communications        | <b>Level 2- Capable</b> |
| Relationship Building | <b>Level 2- Capable</b> |

## Organization



## Sign-off

Employee Name:

Employee Signature:

Date:

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Manager Name:

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Manager Signature:

Date:

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