

JOB DESCRIPTION

Name of Staff:	Position Title: Community Engagement and Accountability (CEA) Officer
Department: PMER	Reports to: PMER Manager and IFRC
Directly Reports to: Catherine Larracas	Location: NHQ
Purpose Statement	
The Community Engagement and Accountability (CEA) Officer will work with all PRC departments to support the institutionalization of CEA within programmes and operations at all levels. The Officer will receive guidance and support from the IFRC Asia Pacific Regional Office to develop and implement CEA activities in the PRC.	
Key Result Area:	Duties and Responsibilities:
A. Objective 1: Capture and share evidence of the impact of CEA for organizational learning and improvement, profiling and fundraising	<ul style="list-style-type: none"> ● Integrate CEA sessions into sector trainings (Comms, PMER, etc.) ● Collaboration with the workplan of the PMER Office ● Support the development and dissemination of a CEA strategy for PRC ● Act as a focal point and advisor for PRC on CEA-related issues. ● Raise awareness of the importance of CEA with senior management, staff, and volunteers through presentations and briefing and sensitization sessions. ● Engage with other key partners such as PNSs, ICRC and UN agencies to coordinate activities and provide support for joint initiatives. ● Conduct field visits to chapters/branches to gather information, map existing CEA approaches and tools used by PRC, and identify any areas for strengthening or recommendations for developing new ones.
B. Objective 2: Capture and share evidence of the impact of CEA for organizational learning and improvement, profiling and fundraising	<ul style="list-style-type: none"> ● Prepare case studies documenting CEA in programs, challenges and lessons learned (In NHQ level, highlighting programs of each services DMS, VS, Health, Welfare, SS, and NBS) ● Produce and share case studies or other communication materials about PRC CEA

	<p>activities to document evidence of learnings and impact.</p> <ul style="list-style-type: none"> ● Publish case studies on PRC website, IFRC website, and other channels ● Publish case studies on PRC and IFRC social media channels ● Publish or produce a short video discussing CEA in the PRC in collaboration with Comms
<p>C. Objective 3: Enhance Capacity of PRC staff to integrate CEA into development programs templates for CEA Communication Kits for programs as well as discussing with the HR and Volunteer Service to brief staff and volunteers with the Movement's Code of Conduct.</p>	<ul style="list-style-type: none"> ● Support the development and delivery of CEA training in the local language across PRC HQ, chapters and branches. ● Together with programme teams, develop communication messages and materials to explain about the RC programs. ● Support in developing and implementing CEA plans and materials to assist programs facilitate stronger communication and understanding among communities ● Integrate CEA components into communications and trainings
<p>D. Objective 4: Mainstream CEA as a core approach to quality and accountable programming in PRC</p>	<ul style="list-style-type: none"> ● Develop CEA strategy in consultation with technical teams. This may include developing templates for CEA Communication Kits for programs as well as discussing with the HR and Volunteer Service to brief staff and volunteers with the Movement's Code of Conduct.
<p>E. Other Tasks</p>	<ul style="list-style-type: none"> ● Update the daily Feedback Analysis Form from the 1158 Helpline Database ● Prepare RCCEA Monthly Knowledge Exchange Form to submit to IFRC's RCCEA Consultant for COVID-19 Asia-Pacific Region ● Attend movement-wide CEA Asia-Pacific meetings as a representative of the PRC

JOB SPECIFICATIONS	
Qualifications/Minimum Education: University degree in Community Development, Sociology, Social Development, Social Work or other relevant field	
Personal Qualities and Skills: <ul style="list-style-type: none"> • Can work under pressure and a team player • With good moral character 	Work Experience: <ul style="list-style-type: none"> • Experience working in a humanitarian organization • Experience in facilitating a training as well as capable of doing training reports • Sociable and has excellent advocacy skills TECHNICAL COMPETENCIES <ul style="list-style-type: none"> • Technical writing skills and project management skills • Good command in English both in writing and verbally • Familiar in the use of Microsoft Office Software CRITICAL COMPETENCIES <ul style="list-style-type: none"> • Skills on human relations • Articulate • Good communication skills both English and Filipino
Equipment Used: Computer, scanner, printer, copier, telephone, and fax machine	Working Environment: Office-Based and Field-based (as needed)
Key Contacts: PRC Offices and Chapters, Partner National Societies (PNS) Delegation, IFRC, ICRC, other NGOs	
Core Values: Fast, Flexible, Focused, Forward Looking and Friendly	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date