



JOB DESCRIPTION

Job Title	Planning, Monitoring, Evaluation and Learning (PMEAL) Manager
Department / Location	PMER Department / National Headquarters
Immediate Supervisor's Title	Secretary General
Second Line Manager's Title	TBA
Number of Direct Reports	TBA
Number of Indirect Reports	TBA

Organizational Context

The Philippine Red Cross (PRC) is the country's foremost humanitarian organization, with a network of 102 chapters in 17 regions across Luzon, Visayas, and Mindanao. The overall objective of the PRC is to equip vulnerable communities with crisis prevention practices and orchestrate all forms of humanitarian activities tailored to alleviate the suffering and uplift the dignity of vulnerable people during and after conflict, natural and human-induced disasters, health emergencies, and other crises.

PRC is part of the International Red Cross Red Crescent Movement and one of the National Societies of the International Federation of Red Cross and Red Crescent Societies.

The PRC works to uphold and apply its seven fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality to its six major services: Blood Services, Disaster Management Services, Safety Services, Health Services, Social Services, Red Cross Youth and Volunteer Services.

PRC is composed of dedicated staffers, volunteers, partners, and donors with the intrinsic aspiration to do extraordinary things. Guided by its mantra of Volunteers + Logistics + Information Technology = A Philippine Red Cross that is Always First, Always Ready, Always There, PRC takes pride in serving the Filipino people and will always be committed to providing quality life-saving services that protect life and dignity of indigent Filipinos in vulnerable situations.

PRC is led by its Chairman, Secretary General, and Board of Governors alongside its chapters, volunteers, and staff. It has its Headquarters in Mandaluyong, Metro Manila. The Headquarters are organized into three main Divisions: (i) Program Development and Services; (ii) Chapter Services; and (iii) Corporate and Business Services.

Job Purpose

The PMEAL Manager is responsible for performance-based management systems, including monitoring of PRC's functions and technical support to monitor humanitarian and development impact. Furthermore, the manager will ensure the overall quality and effectiveness of the PMER systems in the PRC.

This position is part of the Philippine Red Cross Higher Management Team and reports directly to the Secretary General.

Job duties and responsibilities

Planning:

- Initiate and lead the development of the PRC strategic plan.
- Communicate the strategic plans across the organization.
- Ensures the implementation of the strategic plans against the strategic goals
- Facilitates and leads the development of operational plans across offices and chapters.
- Monitor if plans are in place and review the achievements of priority programs/projects against the intended plans.
- Lead and/or initiate the development of planning tools and templates
- Supports target setting and organizational-wide consolidation of the plans.



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Monitoring and Evaluation:

- Design and support and lead assessments activities.
- Ensure current and quality design of monitoring plans to track progress of emergency and long-term programmes.
- Support technical staff in conducting baseline and mid-line assessments for long-term programmes.
- Direct the development of monitoring and evaluation tools to measure performances, adherence and compliance to standards, and related organizational policies.
- Provide guidance and tools to enable measurement of performances of each chapter and offices.
- Facilitates the necessary consolidation of the data to support the generation of monthly to annual reports.
- Provide analysis of performance progress reports for the Board and management
- Leads the production of periodic reports related to deliverables of each office and chapters.
- Collaborates with other offices in the development of information management system
- Leads the establishment of interactive M and E tools to intensify accountability and improve data management
- Promotes the use of feedback mechanism to improve the quality and reach of programs/projects
- Monitors compliance to PRC internal reporting in accordance with standards set by the Board of Governors and management.
- Supports chapters, offices and partner national societies in reviews and evaluations

Learning:

- Provide oversight over development of a strong learning culture in PRC.
- Ensure that lessons learned from programme PMER to improve future programme selection, design and implementation. This includes liaison with external organizations to identify and disseminate good PMER practices and contribute to knowledge sharing.
- Support chapters to engage in the collection and use of evidence that is shared across the global organization, promoting that reliable data is used for decision-making.

Cross-cutting:

- Serve as Focal Point and aid in design, monitoring and capacity building related to community engagement and accountability, and protection, gender and inclusion throughout all levels of programming.
- Liaise with counterparts from IFRC, ICRC, Partner National Societies and external agencies within the context of tasks and responsibilities set in this job description.

General Management:

- Ensuring accountability and quality of program and operations management, budget commitments, and financial management in accordance with PRC policies, standards, and practices.
- Ensuring accountability, fairness and transparency in human resources management, through - out the employment cycle including (recruitment, development, performance management, contract administration, and welfare), by maintaining trustworthy environment, providing effective support and promoting a culture of continuous learning.
- Ensuring that timely submission of the required documents, including (but not limited to): operational highlights, quarterly updates on operations and annual updates on operations as well as delivers inputs for standard reports.
- Support the Management in all other matters related to the PRC activities – including (but not limited to) ensuring strategic coherence and alignment as well as programmatic and operational coordination, support and promote chapters and NHQ fund generation units in the development of the fund-raising strategies to increase resources generated and other relevant required management support.
- Developing department's business continuity planning process.



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POSITION REQUIREMENTS

Education	Required	Preferred
Bachelor's degree of any course but Communication related field can be an advantage	X	
Master's degree in a relevant field	X	
Experiences	Required	Preferred
At least five (5) years of professional experience in related field	X	
At least (5) years supervisory / managerial experience	X	
Strong background in report-writing and product delivery	X	
Experience of working with Red Cross/Red Crescent		X
Experience of working for a humanitarian / non-profit organization		X
Knowledge and Skills	Required	Preferred
Able to conduct research and data analysis to support decision-making	X	
Effective report-writing, communication, and presentation skills in English	X	
Exceptional interpersonal skills, including coaching and training	X	
Capability to develop strong relationships and work effectively with community leaders	X	
Ability to make decisions in-line with organizational goals and values	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Values / Competencies		
Core Values: Focused, Fast, Friendly, Flexible, Forward-looking		
Core Competencies: Communication; Collaboration & Teamwork; Decision-making; Client Relations; Creativity & Innovation; Building Trust		
Managerial Competencies: Managing Staff Performance; Managing Staff Development; Project Management		
Functional Competencies: Building Partnership; Strategic Direction; Leadership; Mentorship		

How to apply:

Please send us your most updated CV and Motivation Letter to: prc.recruitment@redcross.org.ph , with the subject of the position title you are applying for.

Application Closing Date: 30 March 2023