



JOB DESCRIPTION

| | |
|-------------------------------------|------------------------------------------|
| Job Title | Welfare Manager |
| Department / Location | Welfare Services / National Headquarters |
| Immediate Supervisor's Title | ASG – Program Development Services |
| Second Line Manager's Title | Secretary General |
| 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 Welfare Manager roles is to identifying people in the community who require assistance and creating programs/services to meet their needs. This role will act as the liaison between the public and their organization. In addition, the manager will educate people about programs that are available to them and explain eligibility requirements. They also perform fundraising activities to keep their programs going.

This position will be directly reporting to the ASG – Program Development Services and second line managing by the Secretary General.



JOB DESCRIPTION

Job duties and responsibilities

Welfare Management:

- Identify problem areas of target client system: Needy, Disabled, Detainees, Members of the Philippine Armed Forces and their dependents, OCW's, Families of Fil/US Servicemen, Disadvantaged Women, Abandoned and neglected children, Elderly and other individual/families who are in difficult situation.
- Provide consultative and other technical assistance related to delivery of welfare services which may be required by the Chapters.
- Prepare project proposals to secure funding support both from local and international organization.
- Establish linkages and liaison work needed in mobilization of resources and interagency networking.

Migration:

- Facilitation of the development of contextualized training on migration and displacement for the PRC NHQ and Chapters, ensuring the training and awareness-raising materials are based on Movement principles on migration and displacement, including related to community engagement and accountability (CEA) and protection, gender and inclusion (PGI).
- Supporting the design and implementation of national or context-specific assessments on migration and displacement.

Protection, Gender and Inclusion:

- Integration of gender equality and social inclusion, and dignity, access, participation and safety framework in PRC disaster management plan and child protection at NHQ and Chapter level.
- Work with sector leads to ensure gender, age, disability, health status and social status are considered in the design and implementation of Shelter/NFI, WASH and Health programs, with a target of ensuring equitable participation of women, men, girls and boys.
- Support the strengthening of capacity and mechanisms in Red Cross branches for supporting inclusive community based, early warning early action systems/community-based warning systems.
- Support any other relevant Gender Equality and Social Inclusion (GESI) aspects of PRC's strategic plan and programmes, as requested.

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.

POSITION REQUIREMENTS

| Education | Required | Preferred |
|----------------------------------------------------------------------------------------------|----------|-----------|
| Bachelor's degree in social sciences, Social Works, International Relations or related field | X | |
| Masteral units in Social Work Administration | | X |



JOB DESCRIPTION

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Registered Social Worker | X | |
| Experiences | Required | Preferred |
| At least five (5) years of professional experience in social works | X | |
| At least (5) years supervisory / managerial experience | 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 |
| Excellent human and public relations and cultural sensitivity | 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 |
| Fluent 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