



AREA OFFICER FOR LUZON

ROLE SUMMARY

The Area Officer is the overall in-charge in the execution of PEF's social development agenda in his/her assigned community/area. He/She shall perform the following functions: execution of programs in enterprise development, institution building and collaboration; knowledge management; monitoring and evaluation.

QUALIFICATIONS

- Education: Bachelor's degree in Business Management, Accounting, or Economics
- Experience: Three to five years work experience in a similar role; working with multidisciplinary team
- Trustworthy, positive and highly-motivated, passionate about making an impact on communities and partners
- Has excellent communication and presentation skills
- Residing or willing to do field work in Quezon (and other areas as may be required).

DUTIES AND RESPONSIBILITIES

- Formulate and develop interventions responsive to the needs and potential of the target community/area. Identify prospective partners with whom such interventions can be pursued and establish relationships with said institutions.
- Based on the result of the area scoping, prepare a three-year or five-year area plan and budget for expenditures and investments. Break down annual targets into short-term activities and organize agile teams to execute plans. Identify and manage risks associated with the implementation of the plan. Refine and update area plan to respond to challenges and opportunities.
- Co-develop plans and projects with partners.
- Lead a team for due diligence (if applicable) and endorse the proposals for approval with corresponding investment requirements (like loans, equity, grants, etc.). Oversee submission of project agreements and other required documentation. Update database of the partners/area portfolio (including but not limited to monitoring reports and field visit reports).



- **Manage the loan and grant portfolio of the area. Administer project support fund for the area. With the Credit Specialist's assistance, ensure the loan portfolio's quality and undertake remedial measures for delinquent accounts.**
- **Develop and maintain relationships and collaborations for various partnerships in the area.**
- **Secure technical support from Program staff for enterprise development, capacity building of enterprises and leaders, and for the creation of collaborative partnerships.**
- **Coordinate regularly with partners in the area to discuss progress of plans, challenges encountered and areas for improvement. Adjust the plans accordingly in order to respond to the changing environment.**
- **Produce knowledge management products (best practices and lessons learned) based on experience in the area. Monitor developments in the external environment that may have an adverse or positive impact on the area.**
- **Report overall area performance based on approved plans and timelines. Draw and apply lessons and insights to improve the Foundation's systems, processes and strategies.**
- **Hire local support and other consultants for specific tasks, monitor performance of deliverables, and evaluate their outputs.**
- **Lead or participate in agile teams for specific engagements. If team leader, evaluate team performance.**