

Area Officer for Luzon

ROLE SUMMARY

The **Area Officer** leads the implementation of the Foundation's Area Development Strategy within an assigned area, including approved enterprise development, institution-building, strategic partnership, and other program interventions. The position manages the corresponding area portfolio, monitors the implementation and performance of the Area Development Plan, and oversees assigned loans, grants, and donor-funded projects throughout the Project Development, Implementation, Monitoring, and Evaluation (PDIME) cycle.

The Area Officer applies the Foundation's Results-Based Management (RBM) framework and uses performance information and implementation experience to identify gaps, risks, and opportunities for improvement and recommend or coordinate appropriate actions. It works with partners and relevant stakeholders to facilitate capacity building, technical assistance, resource coordination, and the application of approved Program frameworks within the assigned area.

QUALIFICATIONS

Education

- Bachelor's degree in Agriculture, Agribusiness, Community Development, Development Studies, Economics, Business Administration, Social Sciences, Environmental Science, or other related disciplines.
- Graduate studies in Development Management, Public Administration, Agribusiness, or related fields are an advantage.

Experience

- At least five (5) years of relevant experience in community, agricultural, rural, or enterprise development, or project management.
- Experience in area-based development, community organizing, livelihood initiatives, and working with social enterprises, people's organizations, cooperatives, or community-based organizations.
- Proven experience in project planning, implementation, monitoring, reporting, and partnership development with government agencies and development stakeholders.
- Knowledge of Results-Based Management (RBM), PDIME, enterprise development, and organizational development is an advantage.
- Strong facilitation, stakeholder engagement, technical writing, and project coordination skills.

DUTIES AND RESPONSIBILITIES

Area Development and Program Implementation

- Lead the implementation and refinement of the approved Area Development Plan and Program interventions in assigned focus areas, generating and validating practical approaches for replication and adaptation.
- Monitor the implementation and performance of the approved Area Development Plan, including progress against its objectives, targets, strategies, and key commitments; identify significant gaps, variances, risks, and implementation issues; and recommend or coordinate corrective actions to keep implementation on track.
- Drive the implementation of approved enterprise development, institution-building, governance, organizational-strengthening, resilience, and other interventions by facilitating partner capacity building, technical assistance, and the application of established Program frameworks.
- Coordinate with Program Officers on specialized technical requirements and identify emerging technical needs requiring additional expertise or support.
- Develop and strengthen partnerships with LGUs, government agencies, private sector organizations, cooperatives, and development partners to support Area Development, replication, and adaptation.

Area Portfolio and Performance Management

- Manage the assigned area portfolio—including loans, grants, and donor-funded projects—throughout the PDIME cycle, ensuring the timely completion of project development, implementation, monitoring, documentation, and related requirements.
- Apply the Foundation's RBM and PDIME frameworks to design/structure projects, track portfolio and project performance, address implementation issues and risks, follow through on required corrective actions, and use performance evidence to improve implementation.
- Monitor the application and adaptation of approved technical standards and approaches in demonstration and replication areas, and identify issues requiring corrective action or escalation.
- Coordinate financing requirements, releases, loan monitoring, and collections with the Senior Credit Specialist, who retains technical ownership of credit evaluation and credit risk.
- Maintain complete and reliable portfolio information and supporting documentation, and ensure compliance with approved conditions, organizational policies, donor requirements, and project agreements.

DUTIES AND RESPONSIBILITIES

Knowledge Management and Learning

- Document and synthesize field evidence, good practices, innovations, lessons, and implementation experience from assigned, demonstration, and replication areas.
- Facilitate learning exchanges and knowledge sharing to support the replication and adaptation of effective approaches across different contexts.
- Identify and document implementation conditions, adaptations, challenges, and lessons that inform the refinement, transferability, and wider application of approaches, and contribute these to Area Development and institutional Knowledge Management processes.

Area Team Coordination

- Support the Area Manager in regional coordination, Area Team capability development, and resolution of complex implementation issues.
- Where formally assigned, supervise and coach Project Specialists and coordinate the work of service providers assigned in the area.
- Participate in cross-functional teams and initiatives, as assigned.