



Job Description – Luzon Area Manager

Job Title/Designation	Luzon Area Manager
Job Code/Job Rank	
Works Station	Baguio Field Office
Work Duration/Status	Regular Position
Reporting To	Philippines Executive Director
Coordinating With	Operations Manager
Direct Supervision	Seed Production Center Coordinator Project Coordinator Farmer Field Staff
Job Summary	<ul style="list-style-type: none"> ▪ The Luzon Area Manager is responsible for managing, directing, overseeing, and coordinating a portfolio of projects and initiatives to ensure effective delivery within the scope, budget, and schedule. ▪ The job involves strategic planning, team leadership, resource management, stakeholder communication, and continuous improvement efforts to achieve program objectives thereby contributing to the overall goals of the organization.
Primary Functions	<ol style="list-style-type: none"> a. Responsible for the development and growth of seed-saving communities (SSCs) in Luzon and the seed school training and management to promote seed sovereignty. b. Responsible for increasing the naturally-grown/organic and high-quality seed stocks through the community seed libraries and seed production sites to promote regenerative agriculture and climate resiliency for sustainable agroecology. c. Responsible for developing strategic partnerships for collaboration and critical engagement with the partner local government units (LGUs) through the participatory seed governance initiative for an effective seed sovereignty advocacy campaign and participatory seed certification.
Secondary Functions	<ol style="list-style-type: none"> a. Responsible for carrying out the functions necessary for the effective implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) system in coordination with the Operations Manager. b. Responsible for sustaining the programs and initiatives through partnership building, project development, proposal writing, and fundraising in coordination with the PH Executive Director and the Operations Manager.

Key Performance Areas (KPA's)	Actual Duties and Responsibilities
<p>1. Regional Strategic Planning and Program Management</p>	<ul style="list-style-type: none"> a. Develops and executes a regional strategy aligned with the GSSP's goals, and sets the Luzon performance goals, key performance areas, indicators, and targets for each area of operation. b. Ensures the operational success of the programs and projects of GSSP, ensuring seamless team management and development, program and project delivery, quality control, and evaluation. c. Manages the Luzon program operations including the community seed libraries and seed production areas, project administration, budget and finance management, program design, partnerships, and strategic direction. d. Ensures that each area of operation meets performance targets and aligns with the organization's goals. e. Participates in and design strategic program directions and execution. f. Participates in and plays a key role in any special projects or initiatives that may arise. g. Employs resourcefulness and innovation in project design, implementation, and monitoring, troubleshoots project problems, and identifies and implements creative solutions. h. Assesses situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interest of GSSP.
<p>2. Program Supervision and Coordination, Administration and Finance, and Human Resources Development</p>	<ul style="list-style-type: none"> a. Supervises project staff and SSCs by providing direction, coaching, mentoring, and feedback. b. Conducts regular community and project staff meetings for proper coordination and updating. c. Works in close collaboration with the program team to ensure effective implementation of programs and partnership execution. d. Participates in and performs regular performance reviews of the staff. e. Upholds and ensures compliance with GSSP internal policies, systems, and procedures enshrined in the manual of operation. f. Ensures that all program team members and as applicable the office are supplied with all necessary materials to complete roles and that the equipment is maintained and in good working condition. g. Provides oversight and assesses the GSSP program standards, financial systems, budget creation, and reporting. h. Works closely with the PH Executive Director to properly track the spending of grant funds. i. Submits promptly the monthly work plans (MWP), monthly accomplishment reports (MAR), post-activity reports (PAR), cash advance requests (CAR), expense liquidation reports (ELR), and requests for direct payment (RDP). j. Leads and motivates the project team, monitors project activities and expenditures, and coordinates with consultants and volunteers of the project.

	<ul style="list-style-type: none"> k. Recruits, interviews, and selects well-qualified project staff in consultation with the Operations Manager and approval by the PH Executive Director. l. Engages volunteers for appropriate project activities using established volunteer management practices. m. Ensures that all project staff members receive proper orientation and appropriate training following the GSSP standards. n. Instills a sense of accountability among project team members by modeling tight oversight of individual and organizational performance standards.
<p>3. Seed Library and Seed Production Management</p>	<ul style="list-style-type: none"> a. Provides guidance and support to seed library users in selecting, growing, and saving seeds. b. Collaborates with local growers and breeders to develop and maintain a quality selection of local seeds. c. Facilitates the conduct of research on the cultivation and propagation of specific species to improve seed quality. d. Oversees efficient operation, expansion, and promotion of the community-based seed libraries and seed production center, including inventory management, seed quality control, and seed record-keeping using the Seed Inventory and Tracking System (SITS). e. Oversees proper storage and preservation of seeds, maintaining their viability and genetic integrity. f. Supervises and monitors the performance of the Farmer Field Staff in ensuring proper collection, record keeping, inventory, and reporting of seed stocks of the seed-saving communities. g. Supervises and monitors the performance of the Seed Production Center Coordinator in ensuring the effective and efficient operation of the Seed Production Center.
<p>4. Monitoring, Evaluation, Accountability, and Learning (MEAL)</p>	<ul style="list-style-type: none"> a. Ensures that program plans are implemented and outcomes are tracked. b. Ensures timely program feedback and reporting. c. Manages reporting for grant-funded projects and ensures compliance of grantor requirements. d. Conducts regular reviews and assesses the region's performance against established key performance indicators and targets. e. Takes corrective actions to address underperformance and celebrate successes. f. Monitors financial performance, expenses, and revenue, and identifies opportunities for cost-savings and revenue growth. g. Maintains accurate records and documentation related to the region's operations. h. Monitors project activities regularly and conducts semi-annual and annual assessments/evaluation processes according to the program evaluation framework. i. Reports assessment/evaluation findings to the PH Executive Director and recommends changes for project enhancement as appropriate.

	<ul style="list-style-type: none"> j. Monitors project activities to ensure quality and accuracy of work outcomes vis-à-vis contractual and grant commitments. k. Evaluates the staff performance regularly under his/her direct supervision.
5. Seed Sovereignty Advocacy and Seed Heritage Campaigns and Mobilizations	<ul style="list-style-type: none"> a. Implements a comprehensive campaign plan to promote seed sovereignty and seed heritage preservation. b. Collaborates with like-minded organizations, farmer groups, academe, and relevant stakeholders to advocate for policies and practices that support seed sovereignty and foster a sense of community and shared responsibility for seed heritage preservation. c. Engages with government bodies, NGOs, and community leaders to promote the protection of indigenous and heirloom seeds. d. Conducts public awareness activities about the importance of seed diversity through various channels including social media, public events, and educational materials. e. Organizes community workshops, seed swaps, and training sessions to empower farmers and relevant groups to save and exchange seeds. f. Keeps updated on seed-related issues, including biotechnology and environmental concerns. g. Collaborates with national and international organizations, universities, and research institutions to support seed sovereignty initiatives. h. Seeks funding opportunities, grants, and partnerships to ensure the sustainability of seed heritage campaigns.
6. Resource Mobilization for Program Viability	<ul style="list-style-type: none"> a. Participates in resource mobilization activities and supports the organization in meeting its fundraising targets b. Oversees the development and implementation of annual fundraising goals and strategies in coordination with the Operations Manager, the PH Executive Director, and the Board of Directors. c. Cultivates relationships with existing and potential donors, including key individual donors, foundations, corporations, and other public and private partners. d. Identifies grant opportunities and prepare proposals for submission to potential donor e. Spearheads donor outreach and stewardship efforts to locate new individual donors, and to cultivate and retain long-term relationships with existing donors. f. Manages information on donations and donors and generates donor acknowledgment materials. g. Organizes and manages fundraising events as they arise.
7. Community Relations, Partnership Building, and Networking	<ul style="list-style-type: none"> a. Anticipates and responds to the needs of the institutional partners and communities to meet or exceed their expectations within the GSSP parameters and standards. b. Maintains current partnership relations, staying in strong communication with partners, developing, reviewing, and revising partnership agreements as needed.

	<ul style="list-style-type: none">c. Establishes sound working relationships with local groups, organizations, universities, and other relevant entities and potential partners.d. As needed, represents GSSP at partner meetings, speaking engagements, training opportunities, regional conferences, events, etc.
8. Others	<ul style="list-style-type: none">a. Ensures that all areas/project sites adhere to relevant laws and regulations.b. Identifies and mitigates risk within the region and implement security and safety measures as needed.c. Performs other tasks and functions as may be directed by the management.