



CARE International is a global NGO working to end poverty and achieve social justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

JOB ADVERTISEMENT

(Sr.) Project Officer

2 positions base at Khua District, Phongsaly Province

Title:	(Sr.) Project Officer
Department:	Project/Program Department
Location:	Khua District, Phongsaly Province
Position reports to:	Provincial Manager (PM)
Position Type:	Fixed Term (01 year with potential extension), Full-time

CARE INTERNATIONAL IN LAO PDR

CARE International is a global NGO working to end poverty and achieve social justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalized individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, government, local civil society organisations, and the private sector. CARE currently implements projects in four provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luang Prabang, Champasak and Sekong.

CARE's "Marginalized Women and Girls" program empowers women and girls to exercise their rights, to lead and make decisions, and benefit from socio-economic justice. CARE's two main program areas in Lao are women's health and women's economic empowerment. Our health programs empower women and girls to exercise their rights to reproductive, maternal and child nutritional health for greater control over their bodies and to live a life free from violence. Our economic empowerment programs give women and girls greater access to and control over economic opportunities, resilient resources and dignified work by promoting gender equality, fighting gender-based violence and climate risk. CARE has extensive experience and expertise in both areas and will continue to pursue evidence-based practices to deliver long-lasting solutions effectively and sustainably.

Job Summary / About the Role

The Senior Project Officer will lead CARE's Agro-Climate Information System for the Adoption of Resilient Farming Practices by Women and Ethnic Minority Farmers in Phongsaly – ACIS IV projects at Khua District in Phongsaly Province.

This position will work in partnership with the NFRI, DMH, PAFO, PONRE, DAFO, DONRE, LWU and in close coordination with other CARE development projects in Lao PDR.

The position covers management of all aspects of the project including ensuring a high technical quality of project delivery, managing partnerships with government, human resources, monitoring and evaluation, project cycle management and financial management. The Senior Project Officer will provide technical support to ensure the quality of M&E systems.

This position reports to the Phongsaly Provincial Manager and will receive technical and project management support from the national and international technical advisors including Climate change and gender.

This position directly manages project officers and cluster volunteer and support the other department members as required.

This position is based at Khua district in Phongsaly Province with extensively travel to project target villages in Khua and sometime will travel to Mai and Samphanh District, Phongsaly Province.

MAIN RESPONSIBILITIES:

1. PROGRAM DEVELOPMENT, IMPLEMENTATION AND QUALITY ASSURANCE

- Contribute to the development and review of the program design including analysis, theory of change, developing program concepts and sourcing funding and partnership opportunities.
- Contribute to the gender analyses and update them periodically for effective program development, planning, management and advocacy.
- Ensure quality, coherence and synergy of gender related work in program development planning and management; and
- Keep informed of key trends and best practice related to the Gender priorities.
- Oversee the implementation of the Improving the ACIS4 project implemented partnership with the NAFRI to ensure that the project activity is carried out following the donor, CARE and project MoU requirements.
- Operational lead on the planning, monitoring, and reporting of all activities necessary for the fulfilment of all project objectives, with guidance by the Provincial Manager and technical support by the national health advisor and the maternal and child health and gender advisor to:
 - Organise and oversee monthly, quarterly and annual planning.
 - Oversight and control of budgeting, book-keeping, procurement and cash administration, in coordination with the Provincial Manager and respecting donor guidelines.
 - Prepare reports of project implementation, impacts and outcomes and present in district steering committee meeting, provincial steering committee meeting.
 - Oversight and implementation of all administrative procedures to ensure proper documentation, safety, and security regarding all project activities.
 - Technical lead on all activities, assuring consistent application of best practices in the field of Maternal and Child Health and qualitative progress toward realisation of project goals to:
 - Provide technical inputs on climate change information services, establish farmer field school and agriculture practicing bringing in best practices and ensuring adoption throughout the project activities.

- reduce poor ethnic minority household vulnerability and food insecurity linked to the effects of drought through reducing household reliance on drought vulnerable upland rainfed rice production. This will be achieved through:
 - Increasing awareness of weather events and availability of information, including dynamic crop calendars to improve crop planning.
 - Promotion of drought tolerant upland crops including locally exotic tree species as well as currently used tree and field crops for food and/or income. Exotic tree types will be introduced on a trial basis.
 - Supporting small scale bee keeping systems for cash income.
 - Supporting the creation of micro-paddy for rice production that is less vulnerable to drought.
 - Establishing and supporting Farmer Learning Networks to facilitate farmer-to-farmer learning; promoting farmer field schools on drought resilient crops and facilitating drought resilient seed exchange.
 - Work with women and men to Increase gender equity and reduce women's labour burden and increase their power in household decision making.

2. PARTNERSHIP AND NETWORKING

- Participate in gender-related forums, workshops, government meetings, or other events as required.
- Provide clear explanations of the Project and CARE's work in Laos to partners, government agencies and other relevant stakeholders.
- Provide support to the partners through mentoring and on-the-job training including the explanation of CARE Laos policies and procedures.
- Coordinate with, strengthen and maintain relations with relevant Government authorities at District level, Provincial and National level and other International and Non-Government Organisations.

3. BUDGET MANAGEMENT

- Responsible of project budget management including:
 - Ensure that expenditure is in line with approved budgets and adherence with CARE and donor financial policy and procedures.
 - prepare cost work-plans (monthly/quarterly) and review monthly budget report.
 - Timely preparation of project advance and clearance of all the project team members.
 - Prepare yearly procurement plans and review/update quarterly.
- Ensure the efficient and proper use of project funds in line with the approved budget and in compliance with CARE's finance manual and donor guidelines.
- Track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans; and
- Approved budget according to level or PM authority, request and clear all field cash advances in a timely fashion in accordance with CARE Finance policies and procedures and ensure project staff manage any cash advances in line with financial management procedures.

4. MONITORING EVALUATION AND LEARNING

- Support for monitoring change at community level.
- Learning CARE MAELKA framework, closely follow up project proposal and project log-frame.
- Participation in CARE PIIR report.
- Preparing quarterly report, Bi-annual report, annual report and project final report.
- Facilitation to consultant conduct the project baseline survey process, Mid-term review and project final evaluation process.

- Monitoring and supporting target communities based on project action plan, including project baseline survey, mid-term review and project final evaluation.
- Contribute to continuously improving the quality of activities through leading on joint reflection.
- Entering data into the Activity Tracking System.
- Actively implement agreed technical approaches and provide feedback on cross-cutting issues as follows:
 - Understand key gender equality concepts and CARE approaches.
 - Ability to facilitate action and reflection at community level to empower women and reflect on social norms

(5) TEAM MANAGEMENT

- Ensure the project contributes to the wider Program of CARE.
- Oversee and manage the work of direct reports, including leading effective teamwork and relationships and ensuring regular team meetings and communications to the team.
- Ensure all direct reports have clear work plans and a strong understanding of their role and contribution to project goals and the deliverables.
- Directly supervise team members including providing advice and guidance, managing performance, effective administration of leave, budget and other approvals, and preparing annual planning and performance appraisals; and
- Together with the Project coordinator, identify critical staff needs in the team and coordinate with Human Resources (HR) on recruitment and other HR processes.

OTHER RESPONSIBILITIES:

- Proactively manage the Annual Planning and Performance Appraisal (APPA) process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities.
- Engage in emergency preparedness, assist in any emergency response as required.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures.
- Demonstrate an ongoing commitment to gender equality, diversity and child protection and Safeguarding policy (Protection from Sexual Harassment, Exploitation and Abuse).
- Comply with CARE Lao's financial and operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in agriculture, specific major is cropping/or rural development.
- Good communication in English skill.
- Minimum **3-5 years** work experience in project management or project coordination and have experience in agriculture promotion, smart agriculture, preferably with an International Non-Government Organisation (INGO) and/or private company.

APPLICATION SUBMISSION:

Qualified candidates should submit a CV and a letter of application. Please indicate the name of position that you are applying for, **including contact details of three referees and your salary expectations for each position**, and email to LAO.Jobs@care.org Deadline on **Friday 13th December 2024**. The detailed Job Description can be provided upon request.

•CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

•CARE Laos has zero tolerance approach towards sexual harassment, exploitation and abuse, and child abuse towards any person including our staff, representatives, partners, programme participants and members of the community where we work. We expect all staff, partners and related personnel to share this commitment by understanding, abiding by and working within the CARE International Safeguarding Policy and related framework at all times whilst representing CARE. and imbed child protection in all we do;

•CARE Laos participates in the Inter-agency Misconduct Disclosure Scheme (MDS). CARE Laos reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse. The applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CARE Laos requesting the information specified above; and

(Only shortlisted candidates will be contacted for an interview. CVs and other documents submitted to CARE will not be returned).