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Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the CARE Laos HR Unit.

Position Information

Position Title: Project Coordinator/Technical Consultant for the SUPER WEE Coffee – Sustainable Production and Ethnic Responsible & Women Empowered Coffee value chains in Laos PDR	Date requested: As soon as possible
Type of position: Full time fixed term	Grade (for HR use only): F
Department/Project Team: SuPER WEE Team - Project team in Sekong Project field office - Technical Advisors in Vientiane office: Partnership, Gender, Health, Climate Change and Monitoring, Evaluation and Learning (MILKA)	
WORK LOCATION: Dakcheung district, Sekong province – Field Office	Incumbent’s name (if applicable): ?????

Job Summary

In 1000 characters or less, state the position’s overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The project coordinator ensures timely and high-quality management of the SUPER WEE Coffee Project in accordance with the project proposal, CARE policy and the government and project partners requirements.

- **Project Implementation and Quality Assurance:** Overseeing the planning, implementation, and monitoring of activities related to market networking and coffee production. This includes facilitating training and ensuring that activities are implemented in line with the project’s objectives and log frame.
- **Coordination:** Working closely with technical partners from relevant government offices at the district and provincial level, as well as coordinating to fulfill the project objectives following the annual plan and Memorandum of Understanding (MoU)
- **Reporting:** Preparing accurate reports in a timely manner to the Project Coordinator, including monthly reports, and providing updates on the progress of activities
- **Technical Support:** Providing technical support to ensure high-quality implementation of crop and coffee activities and supporting coffee producer group members.
- **Engagement:** The role involves lengthy periods of engagement in remote villages, working extensively with less-advantaged women and poor families, and requires the development of participatory approaches to improve the sustainability of activities
- **Monitoring, Evaluation, and Learning:** Conducting project monitoring during field visits, participating in data collection for project evaluations and research, and ensuring timely submission of field reports to the Monitoring, Evaluation, and Learning Coordinator

This position is based in Dak Cheung District, Sekong Province, and requires travel to other sites as needed.
This position directly line manages two staff members.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

15 %of time

JOB RESPONSIBILITY 1: PROGRAM DEVELOPMENT:

- Sustainability and Growth: Focusing on the development of a green, low-carbon, resource-efficient, and more circular economy within the coffee sector, which is vital for the long-term sustainability and growth of the coffee value chains in Sekong Province.
- Beneficiary Engagement: Identifying and engaging with direct beneficiaries, which include 400 farmers (70% women), and indirect beneficiaries totaling 4,463 people, to ensure their needs are met and their capacities are built through the project.
- Funding and Resource Mobilization: Successfully seeking and managing funding, particularly from the European Union, to support the implementation of sustainable and ethical coffee production practices .
- Gender Equality and Empowerment: Ensuring that the project contributes to the broader vision of empowering women in Laos, addressing economic disparities, and fostering an environment that supports women in decision-making and control over their futures.

30%of time

JOB RESPONSIBILITY 2: PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE:

- Lead the project team in the project implementation ensuring that team carry out their duties in accordance project log frame and activities work plan and agreed methodology.
- Ensuring Effective Implementation: Overseeing the execution of project activities according to the plan, ensuring they are completed on time, within budget, and to the desired quality standards .
- Quality Control: Establishing and maintaining quality control processes to ensure that all aspects of coffee production meet the project's ethical and environmental standards.
- Stakeholder Collaboration: Collaborating with stakeholders, including local farmers, government agencies, and international partners, to align project activities with broader objectives and ensure mutual benefits.
- Capacity Building: Providing training and support to local coffee producers, particularly women, to enhance their skills in sustainable coffee cultivation and processing techniques.
- Monitoring and Evaluation: Regularly monitoring project progress, evaluating outcomes, and implementing necessary adjustments to improve project performance and impact.

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- Reporting: Preparing detailed reports on project implementation and quality assurance activities, documenting challenges, successes, and lessons learned for continuous improvement
- Sustainability Focus: Promoting sustainable and environmentally friendly practices in coffee production to mitigate the impact of climate change and ensure the long-term viability of the coffee sector in the region.
- Community Empowerment: Empowering local communities, especially women, by increasing their productivity and quality of coffee, thereby boosting household income and economic development.

20 %of time

JOB RESPONSIBILITY 3: HUMAN RESOURCE MANAGEMENT:

- Conduct Annual performance Appraisals (include with Midterm review of policies, code of conduct, safety, and security policy, etc. In case of no adherence from the project team, promptly inform PM.
- Ensure the staff timely submit the timesheet and all are sent to Sekong office.
- Identify training needs for staff and counterparts.
- 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; Contribute to safety and security of the Program Team staff in Dak Cheung office.
- Support in induction or orientation process for new staff; and
- Together with the PM, identify critical staff needs in the team and coordinate with Human Resource (HR) on recruitment and other HR processes.

JOB RESPONSIBILITY : BUDGET AND PROCUREMENT MANAGEMENT:

15 %of time

- 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.
- Ensure close coordinate with Support Team Leader for all procurement, administration, and logistic issues.
- Track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans; and

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- 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.

JOB RESPONSIBILITY : PARTNERSHIPS AND NETWORKING AND REPESENTATION:

15 %of time

- Participate in gender-related forums, workshops, government meetings, private sectors meeting or discussions especially with coffee sectors 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; and
- Coordinate with, strengthen, and maintain relations with relevant Government authorities at district level, Provincial and other International and Non-Government Organizations.
- Ensure effective coordination and exchange information with partner agencies (INGO, LNGOs, etc.) working in the CARE operational area —geographical and thematic areas.
- Manage day-to-day with District Counterparts especially with District Implementation and Monitoring Committee (DIMC) in any work related with government partners as well as to arrange regularly quarterly DIMC meetings.
- Proactive participation in the Program Steering Committee (PSC) and Program Evaluation Workshop (PEW) meetings, and any relevant technical or coordination meetings identified.

*** OTHER RESPONSIBILITIES AS ASSIGNED 5% of time**

- To proactively participate or proactively manage in 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 commitment to the safeguarding policy on Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) and child protection.
- Comply with CARE Lao’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization’s expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma: college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: “or equivalent combination of education and work experience.”

Required

- Minimum bachelor's degree in rural development management or equivalent and/or 5 years relevant work experience, preferably in **coffee value chain/ coffee marketing and skills transfer**, capacity strengthening preferably for an International Non-Government Organization (INGO).

Desired

- **Strong Experience in managing the EU funded project and working with multi-partnering projects.**
- Proven understanding of political and cultural dynamic in the Laos context, especially understand the context of Ethnic community in rural area in Laos.
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; basic accounting; presentations; fundraising; training/facilitation, etc.

Required

- Responsible for the management of the livelihoods technical function, with minimal supervision.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Ability to work under pressure and to organize and manage workload to meet deadlines.
- Ability to organize people and resources towards achieving objectives effectively and efficiently - **this is the leadership competence as per the Job Evaluation framework.**
- Representational skills including developing networks and relationships with other key stakeholders.
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.
- Proven ability to manage a budget and/or cash; and understanding of procurement process.
- Fluent oral and written communication skills in Lao and intermediate in English.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel.

Select Level:

1. What must be done and how to do it are clearly defined, and the incumbent with face identical or similar problem on a regular basis

2. What must be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.

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☐ 3. Why things are done is known, but what has to be done and how to do it is not defined. : Situation are variable, and the incumbent’s response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Why does the position fall into this category?

- As a Project Coordinator there needs to a level of problem solving required in day to day operations and working with multiple stakeholders.

Competencies

CARE has 5 Core Competencies that all staff are expected to demonstrate, and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point.

ລະດັບ <i>Level</i>	ຄຳອະທິບາຍຄວາມສາມາດດ້ນພຶດຕິກຳທົ່ວໄປ <i>General competency behavior description</i>	ການຈັດປະເພດວຽກ <i>Job Classification</i>	ຕຳແໜ່ງ/ເກຼດ <i>Position/Grade</i>
ລະດັບ 1	ພື້ນຖານ: ພຶດຕິກຳພື້ນຖານ. Foundational: Baseline behaviors.	ວຽກສະໜັບສະໜູນ Support	ແມ່ບ້ານ/ພະນັກງານຍາມ- Junior Officer Cleaner/Guard – Junior Officer (Grade A-C)
ລະດັບ 2	ຄວາມສາມາດ: ພຶດຕິກຳທີ່ສາມາດປະຕິບັດຕົວຈິງ. Capable: Practical application of the behaviors.	ວິຊາການ Professional	ພະນັກງານໂຄງການ-ທີ່ປຶກສາຂັ້ນອາວຸໂສ Project Officer- Senior Advisor/Manager (Grade D-H)
ລະດັບ 3	ການສ້າງແຮງບັນດານໃຈ: ເປັນແບບຢ່າງ, ຝຶກສອນ ແລະ ສ້າງແຮງຈູງໃຈສາທິດໃຫ້ເຫັນພຶດຕິກຳ. Inspirational: Role models, coaches, and influences demonstration of the behaviors.	ຄຸ້ມຄອງ Managerial	ຜູ້ອຳນວຍການ - ຫົວໜ້າອົງການ Director- CD (I-CD)
ລະດັບ 4	ການຫັນປ່ຽນ: ຈິນຕະນາການ ແລະ ສ້າງສັນພຶດຕິກຳລຸ້ນຕໍ່ໄປ. Transformational: Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ Executive	ຫົວໜ້າອົງການ CD

A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate for each Core Competency. This may be used in performance conversations and as a guide for staff development.

- *RELATIONSHIP BUILDING* : 1. Foundational

Develops internal and external trust & professional relationships. Purposefully develops networks to build value through collaboration.

- *INCLUSION* 1. Foundational

Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

- *DYNAMIC LEARNING MINDSET* 1. Foundational

Continuously seek opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.

- *DELIVERING RESULTS* 1. Foundational

Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.

- *COMMUNICATION* 1. Foundational

Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate for each Leadership Competency. This may be used in performance conversations and as a guide for staff development.

- *Strategic Leadership & Execution* 1. N/A

Applies vision to think beyond the immediate situation. Invest time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

- *PEOPLE LEADERSHIP* 1. N/A

Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the top 3 Functional Competencies that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this position to succeed in their role. This may be used in performance conversations and as a guide for staff development.

Competencies	Proficiency Level
	1. Foundational
	1. Foundational
	1. Foundational

Organization Structure

