



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 2025, 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

Position Title:	Project Coordinator (PC)
Project Name:	Strengthening Water Access for Climate Resilience in Phongsaly Province (SWACR Project)
Department:	Project/Program Department
Location:	Phongsaly Province
Position reports to:	Provincial Manager (PM)
Position Type:	Fixed Term (01 year with potential extension), Full-time

Job Summary / About the Role

The Project Coordinator will work closely in cooperation with local partner, especial with Provincial Health Office, as a core partners, also working and collaboration with others government agencies such as: with the PHO, PLWU, PAFO, PONRE and in close coordination with other CARE development projects in Phongsaly province Lao PDR.

This position will lead the coordination and implementation of the project, providing technical and implementation advice on key aspects of CARE's work on promoting WASH access and behaviors, gender equality, and climate resilience. This position will work closely with ethnic communities including women in 15 communities in Samphan and Mai districts. The project will focus on strengthening access and quality through exploring more sustainable approaches to water infrastructure and community behavioral practices. This will be achieved through:

1. Ensuring all families in 15 target communities have year-round access to adequate volumes of safe water at the household level and that models for the sustainable supply of clean drinking water for all households developed and implemented in at least two communities.
2. Capacities are built at village and district levels ensure technical, social and environmental sustainability of water supply systems established.
3. Climate resilient adaptation options that enhance community incentives for watershed forest protection / expansion and thus contribute to sustainable water access are piloted and assessed

This position is based in Mai District, Phongsaly Province with extensive travel to project target villages in Mai and Samphan Districts with travel to Vientiane sometimes.

MAIN RESPONSIBILITIES:

1. STRATEGY AND LEADERSHIP

- Work with the Program team, project staff and technical advisors to support the development and review of the project goal, objective and its log frame and based on Program Strategy.

- Active support of CARE Lao's long term program strategy has a strong focus on gender equality and women's empowerment through actively contributing to strategy development
- Demonstrate a passion for gender equality, women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

2. PROJECT DEVELOPMENT

- Support further development and review of the project design
- Active participate 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.

3. PROJECT IMPLEMENTATION AND QUALITY ASSURANCE

- Supervise daily project activity, project implementation based on the project' action plan and its log frame
- Actively implement agreed technical approaches and provide feedback on cross-cutting issues
- Facilitate action and reflection at community level to empower women and reflect on social norms.
- Preparing quarterly report, Bi-annual report, annual report and project final report.
- Carry out monthly, quarterly, six monthly and annual meetings with implementing partners and relevant partners including the line ministries and concerned provincial government.
- Support for monitoring change at community level.
- Learning CARE MILKA framework, closely follow up project proposal and project log-frame.
- Participation in CARE PIIRs 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.
- Fully lead and manage the team to implement the project activities
- Provide technical support to the partners through mentoring and on-the-job training.
- Liaise with government counterparts on MOU negotiation, implement agreement, and ensure that the on-time submission of MoU reports to the relevant government partners.
- Review project budget monthly and quarterly and report to provincial manager and to budget holder
- Sign and approve the project's advance request to do outreach activity based on financial rules and regulations.
- Verify and approval expenses concerning project activity and other costs based on financial rules and regulations.

4. HUMAN RESOURCES MANAGEMENT

- Oversight and overall management of two project officers.

- Conduct the staff Annual Performance Appraisal (including the APPA midterm review) following the HR policy and procedure.
- Ensure the staff timely submitted the timesheet.
- Maintain good inter-team communications and team dynamics; promote collaborative efforts among project staff, exercise good leadership, and take suitable action when problems occur.
- Assist in project staff selection, recruitment, briefing/debriefing, job descriptions, appraisals, dismissal procedures and systems; and
- Ensure compliance to CARE International in Lao PDR HR policies and guidelines with the support of the senior management team.

5. 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/updated 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.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in construction Engineer/or rural development.
- Minimum 5 years work experience in Engineer/or rural development:
- Have experience on water supply construction and water supply system management.
- Have experience in climate change adaptation promotion.
- Have experience in WASH/or hygiene promotion
- Good communication in English skill.

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 **Tuesday 18th Mar 2025**. 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).