



As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

JOB ADVERTISEMENT

Job Title:	Project Manager (PM)
Department:	Program Department
Location:	Luang Prabang Province, Lao PDR
Position Reports to:	Program Director (PD)
Position Type:	Fixed-Term (1 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, supporting 200 million people from vulnerable communities to fight poverty and social injustice. To date, CARE supported over 52 million participants to promote lasting change in their lives, in line with the Sustainable Development Goals.

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, the government, local civil society organisations, and the private sector. CARE currently implements projects in seven provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luang Prabang, Salavan, Champasack and Sekong.

In collaboration with the Ministry of Agriculture and AgCoTech, the Enhancing the Commercial Paravet Program in Northern Lao PDR Pilot Project in Luangprabang Province (ECPPNL) has designed a pilot project aimed at both climate change mitigation and rural livelihood enhancement. The proposed initiative involves a two-year pilot project in Luang Prabang Province to establish a “paravet” scheme, with the aim to scale up and funded through AgCoTech’s carbon credit revenues. This initiative will facilitate collaboration between CARE and AgCoTech, in close collaboration with the Lao government, establish a community-based program, and refine AgCoTech’s business model to ensure gender inclusivity and sustainable smallholder benefits.

Job Summary / About the Role

The Project Manager (PM) is a senior position and will lead the whole project implementation and ongoing development of the Enhancing the Commercial Paravet Program in Northern Lao PDR (ECPPNL) Project in Luang Prabang Province. The PM will provide management and overall quality assurance, support and supervision to a team in Luangprabang province to ensure that the ECPPNL project is implemented following the project proposal and workplan.

The main purpose of this position is to support the Luang Prabang based project team to ensure overall project management especially timely project implementation, accountability, government and donor relationships and program quality in close coordination with the Program Director, technical advisors and cross relevant departments within CARE and AgCoTech as well as contribute to implementation of CARE Marginalised Women and Girls Program in Lao PDR.

The project manager directly reports to the Program Director (PD) and manages Finance and Admin Officer.

This position is based in Luang Prabang Province with required extensively travel to the project target villages and some traveling to other CARE Project fields (when needed).

MAIN RESPONSIBILITIES:

PROGRAM STRATEGY AND DEVELOPMENT

- Be informed of the relevant Laos sector trends and practices both by Government and Non-Government agencies.
- Work with the Project team to prepare detailed work-plans, coordinating between projects, in association with other stakeholders, as required.
- When required, contribute to the design of new initiatives and innovation, contributing to the sustainability of the project
- Contribute to CARE Laos' overall program strategy development and implementation

PROJECT MANAGEMENT

- Lead the whole project implementation including the project budget management following the CARE and donor financial policies and requirement.
- Understand and ensure that projects are implemented according to donor's requirements.
- Continually review project goals and outputs, ensure they are in alignment with donor contracts, government MoUs and CARE Laos' overall strategy, and discuss adjustments with PD and donor as needed.
- Provide strong leadership and empower staff and partners to fulfil required tasks in project management.
- Effectively deal with problems and disputes and be proactive in management decisions to avert problems.
- Plan and facilitate external reviews of projects and implement recommendations.
- Ensure effective communication of technical reviews and learning with internal and external stakeholders.
- Build beneficial relationships with other agencies, to support project outcomes and provincial program development.
- Communicate project implementation issues with the PD in a timely manner.
- Other tasks as advised by the PD.

BUDGET/FINANCIAL MANAGEMENT

- Lead in updating the budget costed of Workplan (CWP) quarterly and be accountable for its utilization.
- Enforce that financial policy and practice are adopted to ensure transparency and integrity.
- Ensure budget expenditure in line with approved budgets and CARE and donor financial policy and procedure.
- Review monthly financial expenditure reports with relevant Project Managers and initiate corrective action as required.
- Provide inputs for budget modifications to prepare requests for revisions to donors.
- Facilitate, with the relevant project Managers, the timely preparation of project expenditure and cash flow plans and procurement plans in line with project activity plans.
- Supervise the finance and admin officer with all requirements/tasks relevant to the project budget/finance management.
- Ensure that the administrative and logistical system and procedure across the program effectively meet the organizational requirement.
- Ensure that procurement processes are done timely and in line with CARE and donor procedures
- Contribute to the development and revision of policies as required.
- With the Finance team, facilitate financial reviews and audits as required.

MONITORING EVALUATION, LEARNING AND REPORTING

- Ensure overall monitoring, evaluation and learning outcomes of the project.

- Collaborate closely with MILKA Advisor in ensuring on-going monitoring and evaluation and learning of the project.
- Ensure effectively monitoring and evaluation of projects in line with project plans and CARE and donor requirements, ensuring beneficiary accountability.
- Ensure to submit the project work plans and reports including the donor reports on time following the advice from the PD.
- Ensure that the project has the M&E plan right from the beginning.

EXPERIENCE AND QUALIFICATIONS:

- Minimum University degree relevant to agriculture, veterinarian studies (or equivalent professional experience), and understanding of the complexities of development programming in the Lao context.
- Minimum 8+ years relevant experience on project management in development particularly in the field of veterinary or agriculture.
- Demonstrated experience in capacity building, mentoring and training staff.
- Demonstrated ability to build strong relations with local and national government and other partners (e.g. civil society and the private sector).
- Willingness and ability to live and work in remote areas, with frequent travel to field sites.
- Excellent communication skills in written and spoken English and Lao.
- Background of Animal Health and Paraveterinary Practices will be an advantage.
- Knowledge of a local ethnic language is an advantage.

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 gross salary expectations for each position**, and email to **LAO.Jobs@care.org** Deadline is on **Thurs 17/04/2025**. The detailed Job Description can be provided upon request.

- *CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.*
- *CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.*
 - *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.*
 - *CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures; and*
 - *As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.*

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