

## 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 Manager	Date requested: 1 <sup>st</sup> August 2025
Type of position: Program Staff	Grade (for HR use only): G
Department/Project Team: Program	
WORK LOCATION: Luang Prabang Province	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.

#### **About the MekongElevate: Ethnic Minority Communities Driving Gender-Just and Socially-Just Climate Action in the Mekong Sub-region Project**

Mekong Elevate is a multi-country initiative focused on strengthening the resilience of ethnic minority communities - particularly women, youth, and people with disabilities - across Cambodia, Laos, and Vietnam. The project promotes climate-smart agriculture (CSA), enhances social protection and safety nets, and amplifies marginalized voices in climate governance. CARE Australia leads the project in collaboration with local CARE offices, research institutions, and government and civil society partners.

The **Project Manager** will lead the implementation accountability, government relationships and program quality in close coordination of MekongElevate project in Luang Prabang and Phongsaly Province in Laos with closely collaboration of the MekongElevate Project Director in Vietnam. The PM will provide management and overall quality assurance, support and supervision to a team that includes Project Officers, Finance and Admin Officer and relevant partners involving the project.

#### **The major responsibilities for the position are:**

- Provide technical and programmatic leadership and management to ensure quality implementation, monitoring and evaluation and further development of the provincial program.
- Oversee project planning, budgeting and management ensure achievement of project objectives, and effective reporting in accordance with donor requirements and CARE policies and procedures.
- Liaison with government counterparts and relevant partners

The PM will be responsible for approximately 2 Project Officers and one Finance and Admin Officer. This position reports to the Program Director at CARE Laos Country Office and coordinate closely with MekongElevate Project Director and other relevant team members in the Mekong Region and Australia.

This position is based at the Luang Prabang Province office with extensively travel to project target villages, Mai District in Phongsaly.

## PEOPLE & CULTURE

### 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.

#### JOB RESPONSIBILITY 1: PROGRAM STRATEGY AND DEVELOPMENT

10% of time

- 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

#### JOB RESPONSIBILITY 2: Project Management

30% of time

- 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.

#### JOB RESPONSIBILITY 3: Budget/Financial Management

30% of time

- 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.

## PEOPLE & CULTURE

- 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.

### **JOB RESPONSIBILITY 4: Monitoring Evaluation, Learning and Reporting**

20% of time

- 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.
- Lead the submission of 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.

### **JOB RESPONSIBILITY 5: HUMAN RESOURCE MANAGEMENT**

5% of time

- Take time to know each staff member as an individual and build on their capacities through encouragement of their strengths and acknowledging their weaknesses.
- Support the Project Officers and other staff with supervisory responsibilities to provide constructive feedback to staff, assisting each person to work to their capacity.
- Motivate staff to always do their best and proactively encourage CARE Core Values in staff behaviors and attitudes.
- Create a strong team environment where members respect each other's differences while working together towards the project goals.
- In close coordination with the PD, responsible for the recruitment process including interview, draft JD, ensure that induction is timely and properly carried out for new staff etc.)
- Ensure effective project team structures, clarity of roles and responsibilities among the project teams.
- Accurate, constructive and timely staff performance evaluations.

### **CARE Staff Commitment:**

5% of time

- Participate in the 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.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CARE's commitment to Child Protection.
- Follow CARE staff code of conduct

## PEOPLE & CULTURE

### 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

#### EXPERIENCE AND QUALIFICATIONS:

1. Minimum University degree relevant to Climate Change, agriculture (knowledge of smart agriculture) (or equivalent professional experience), and understanding of the complexities of development programming in the Lao context.
2. Minimum 8+ years relevant experience on program management in development particularly in the field of community climate change adaptation, smart agriculture techniques, gender empowerment and equality.
3. Extensive program management skill including project cycle management, M&E, budget management.
4. Demonstrated experience in capacity building, mentoring and training staff.
5. Demonstrated ability to build strong relations with local and national government and other partners (e.g. civil society and the private sector).
6. Willingness and ability to live and work in remote areas, with frequent travel to field sites.
7. Excellent communication skills in written and spoken English and Lao.
8. Background of DFAT funded program will be an advantage.
9. Knowledge of a local ethnic language is an advantage.

### Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

#### Select Level:

- ☐ 1. What has to 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 has to 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.
- ☒ 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?

The Project Manager (PM) is a senior manager and will lead the implementation of **the MekongElevate: Ethnic Minority Communities Driving Gender-Just and Socially-Just Climate Action in the Mekong Sub-region Project in Loungprabang and Phongsaly provinces.**

## PEOPLE & CULTURE

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

### A. Core Competencies

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

- **RELATIONSHIP BUILDING** : **2. Capable**  
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION** **2. Capable**  
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** **2. Capable**  
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS** **2. Capable**  
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.

## PEOPLE & CULTURE

- **COMMUNICATION** **2. Capable**  
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 each Leadership Competency. This may be used in performance conversations and as a guide for staff development.

- **Strategic Leadership & Execution** **2. Capable**  
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP** **2. Capable**  
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. Ability to influence staff to understand the procurement policy and follow the donor rule & regulation.	<b>2. Capable</b>
2. Effective communication with internal staff & partners together with the government counterpart.	<b>2. Capable</b>
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	<b>2. Capable</b>

## Organization Structure

