



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:	Provincial Manager (PM)
Department:	Program Department
Location:	Sekong and Salavan Provinces, 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.

Job Summary / About the Role

The Provincial Manager (PM) is a senior manager and will lead the implementation and ongoing development of CARE International in Lao PDR's program in Sekong and Salavan Provinces. The PM will provide management and overall quality assurance, support and supervision to a team that includes Project Coordinator (SuPER WEE), Project Coordinator (Health MOFA Lux), Project Senior Officer (SGTF) – Salavan, Senior Finance and Admin Officer and project team members and partners working across an integrated rural development program focusing on circular economy, women's health and climate change.

The main purpose of this position is to support the Sekong based project team to ensure overall program management, especially timely project implementation, accountability, government relationships and program quality in close coordination with the Program Director.

The PM is based in Dakchueng District, Sekong Province with extensive travel and supports the project in Salavan Province.

The PM will directly manage Project Coordinator (SuPER WEE), Project Coordinator (Health MOFA Lux), Project Senior Officer (SGTF) – Salavan, Senior Finance and Admin Officer, and work closely with all program team members in Sekong and Salavan, technical advisors/members: WEE, WCRA, MILKA, Health, VETS volunteers, etc., Operational team members: Finance, People and Culture, Resource Mobiliser and Communication team.

This position reports to the Program Director of CARE Laos.

EXPERIENCE AND QUALIFICATIONS:

- Minimum University degree relevant to agriculture, health, rural development (or equivalent professional experience), and understanding of the complexities of development programming in the Lao context.
- Minimum 8+ years relevant experience on project management and at the similar position 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, and apply through this link <https://forms.gle/pRme8CqxT4hCQp2B7> deadline is on **Sun 20/07/2025**. The detailed Job Description (TOR) can be downloaded at <https://directoryofngos.org/ingo-jobs/>

- *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).