

## 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

<b>Position Title: Women's Economic Empowerment (WEE) Advisor</b>	<b>Date requested: 18<sup>th</sup> August 2025</b>
<b>Type of position: Fixed term, full time</b>	<b>Grade (for HR use only):</b>
<b>Department/Project Team: Program Department</b>	
<b>Country: Laos</b>	<b>Incumbent's name (if applicable):</b>

### 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.

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 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, Luangprabang, Champasack, Saravan and Sekong.

CARE's "Marginalized Women and Girls" program empowers women and girls to exercise their rights, to lead and make decisions, and benefit from socio-economic justice through thematic focus on women's health, women's economic empowerment and women's resilience and climate change. CARE has extensive experience and expertise in both of these areas and will continue to pursue evidence-based practices to deliver long-lasting solutions effectively and sustainably.

The Women's Economic Empowerment (WEE) Advisor is responsible for contributing to the development and implementation of **CARE Laos' Women Economic Empowerment** programming and contributing to promote women's empowerment and Women and Girls equality. The WEE advisor actively:

- Provides technical advice to project teams, partners, and senior management to ensure a strong Women and Girls and WEE approach with transformative Women and Girls across all of CARE Laos.
- Represents CARE and participates in national level technical working groups, contributing to Government of Laos strategies and policy on behalf of CARE, leads in networks.
- Contributes to the development of CARE's programs, and strategic partnerships with donors, international and national NGOs, and government in Laos, maximizing mutual benefit and mutual accountability.
- Manage and maintain CARE Laos' Women Economic Empowerment program portfolio including specific project under the WEE program.
- Build internal and external capacities on Women and Girls and WEE.

This position is based in Vientiane Capital, with frequent travel required to the field offices (Phongsaly, Luang Namtha, Luangprabang, Saravan, Champasack and Sekong).

### 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: STRATEGY AND LEADERSHIP

10 % of time

- Lead in implementation of CARE Laos' WEE programming to ensure that it has a strong focus on addressing the needs and rights of Marginalized Women and Girls and achieves Women and Girls equality and women's empowerment.
- Deliver key strategic contribution to CARE Laos' WEE programming direction with strong focus on Women and Girls.
- Demonstrate a passion for Women and Girls equality, women's empowerment and a commitment to CARE's approach and value including ethnic diversity and cultural sensitivity.
- Support program team in identify opportunities to WEE interventions that are link with private sectors on programming (i.e., financial services, product development, dignified work, women entrepreneurial skills).
- Represent CARE in implementing relevant WEE approaches and link to Made by Women strategy and relevant strategic partners

#### JOB RESPONSIBILITY 2: PROGRAM/PROJECT DEVELOPMENT

10 % of time

- Lead to develop/improve and implement the WEE Approaches and tools for CARE Laos that promote Women and Girls transformative continuum.
- Participate in the development and review of the project design including analysis, theory of change and concepts related to Women and Girls and WEE.
- Ensure WEE and Women and Girls analysis are updated periodically for effective project development, planning, management, and advocacy.
- Ensure quality, coherence and synergy of Women and Girls and WEE related work in project development planning and management.
- Keep informed of key trends and best practices related to the WEE priorities.
- Collaborate internally and externally on piloting of new initiatives on Women and Girls Equality and WEE.

#### JOB RESPONSIBILITY 3: PROGRAM IMPLEMENTATION AND TECHNICAL QUALITY ASSURANCE:

40 % of time

- Lead the development, roll out of Women and Girls, and WEE tools and interventions.
- Provide technical quality oversight of Women and Girls and WEE implementation.
- Technical support for the project implementation under the WEE program including donor collaboration and reports.
- Oversee the development, testing, adaptation, and implementation of social behavior change communications materials/curricula and technical tools for Women and Girls and WEE:

➤ **Financial Inclusion through Village Saving and Loans Association (VSLA):**

- Work together with the program team to refine and adapt VSLA tools and/or savings groups to be appropriate for rural context and be able to scale for other financial inclusion services available for both rural and urban context.
- Provide regular training, coaching and advice for teams on VSLA and best practices on financial inclusion activities with a Women and Girls transformative approach at community level.
- Promote women's collective actions as saving groups, livelihoods groups for greater access and control over economic resources and decisions at community level.
- Contribute to developing participatory tools for monitoring changes at community level.
- Contribute to the development of regular participatory action plans to implement all project activities.

➤ **Circular and Inclusive Value Chains:**

- Support in development of relevant training curriculum.
- Provide technical support on Women and Girls and value chains analysis and development and identify key interventions to ensure Women and Girls and WEE transformative results.
- Provide support on approaches for collaborating with women's groups and coach field teams to implement relevant approaches.

➤ **Dignified Work.**

- Provide technical support on identifying issues in dignified work for marginalized women and girls
- Identify linkages from program implementation to build evidence for advocacy agenda at national level.

**JOB RESPONSIBILITY 4: Monitoring Impact Learning Knowledge Management and Accountability**

15 % of time

- Foster and organize collaboration within the program team and MILKA advisor to gather and analyze evidence and learning from CARE Laos work in Women and Girls equality and women's empowerment to influence policy and practice.
- Contribute to PIIRS report with support from the program team and MILKA advisor.
- Lead, participate in research and supervision of consultants related to Women and Girls and WEE and ensure results and lessons learned are incorporated into practice and future programming.
- Share knowledge with the Communication staff to ensure that lessons learned from CARE programs are appropriately documented and shared.
- Ensure that the Provincial Managers and technical advisors/manager understand and can report against the Women and Girls and inclusive markers.
- Support systematic monitoring and capturing changes through indicators quantitatively and qualitatively.
- Ensure that WEE interventions incorporate strong Women and Girls lenses, and they are systematically incorporated into all reports, lessons learned and case studies.

**JOB RESPONSIBILITY 5: TRAINING AND CAPACITY DEVELOPMENT**

10 % of time

- Identify Women and Girls and WEE related technical capacity and training needs of staff and partners.
- Provide technically lead the Women and Girls and WEE to support effective ongoing capacity development of staff and partners in Women and Girls and WEE.
- Share all useful lessons learned and information to the team through regular knowledge sharing opportunities.

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### JOB RESPONSIBILITY 6: PARTNERSHIP, ADVOCACY AND REPRESENTATION:

10 % of time

- Engage and contribute to technical working groups that represent the Government of Laos (GoL) policies and strategies, CARE International's relevant strategies and experience, and the current programming context in identified cities and provinces.
- Represent CARE Laos with relevant authorities, UN agencies, NGOs, and other stakeholders to build and strengthen partnerships.
- Collaborate with external partners to enhance skills, foster relationships, and jointly address the needs of Women and Girls and women's economic empowerment programs.

### \* OTHER RESPONSIBILITIES AS ASSIGNED

5 % of time

- 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 Women and Girls equality, diversity, and commitment to the safeguarding policy on Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) and child protection.
- Comply with CARE Laos' financial and operational requirements, foster effective 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

- At least master's degree in Women's Entrepreneurship Studies, Women and Girls Studies, International Development Studies, Business management in the development context or relevant fields.

#### Desired

- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, Women and Girls equality and women's empowerment activities.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point and Excel.

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### 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

- Previous experience working for an International Non-Government Organization (INGO).
- Minimum 8 years relevant experience on related to women's economic empowerment, and/or Women and Girls equality and women's rights ( i.e. Women and Girls and Markets, women financial inclusion, women's entrepreneurship, Women and Girls mainstreaming in value chains, Women and Girls and social inclusion in livelihoods interventions, women participation, and leadership in business).
- Proven experience in program management and providing technical advice for program(s) implementation.
- A high level of organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to meet deadlines.
- Demonstrated understanding of Women and Girls equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Demo Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality; and
- Demonstrate good understanding and experiences on Women and Girls and Market system approach.
- Proven experience of designing and/or leading research and/or monitoring and evaluation activities
- Proven experience of designing and leading capacity building initiative.
- Representational skills including developing networks and relationships with key stakeholders.
- Fluent in Communication and reporting skills in both Lao and English. For international nationality, basic Lao speaking skill would be 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 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 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.

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### Why does the position fall into this category?

- Better team cohesion: Should lead the teams more effectively, fostering a collaborative environment.
- Would be able to remove obstacles, allowing teams to focus on their tasks and be more productive.
- Can address problems promptly ensures projects are completed and delivered on time.
- Encourages innovative thinking to overcome challenges.
- Successfully resolving issues and lead higher job satisfaction among teams.
- Would be able to better service and meet partner and donor expectations.
- Will be able to create a more positive work environment for team members and partners.

### 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 each 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>	ຄໍາອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ <i>General competency behavior description</i>	ການຈັດປະເພດວຽກ <i>Job Classification</i>	ຕໍາແໜ່ງ/ເກຣດ <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: ຈົນຕະນາການ ແລະ ສ້າງສັນພຶດຕິກຳລຸ້ນຕໍ່ໄປ. <b>Transformational:</b> Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ <b>Executive</b>	ຫົວໜ້າອົງການ <b>CD</b>



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### 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* : 4. Transformational

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

- *INCLUSION* 4. Transformational

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* 3. Inspirational

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

- *DELIVERING RESULTS* 4. Transformational

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

- *COMMUNICATION* 3. Inspirational

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* 2. Capable

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* 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 conduct analysis regarding policy and guideline development and advocacy.	3. Inspirational
2. Good time-management skills to manage multiple tasks efficiently	3. Inspirational
3. Effective communication, including proficient writing skills and the ability to identify the target audience for written documents	3. Inspirational

Organization Structure

