

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: Business Development Advisor	Date requested: 9 July 2025
Type of position: Advisor	Grade (for HR use only):
Department/Project Team: Business Development	
WORK LOCATION: Vientiane Capital	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.

The Business Development Advisor is responsible for driving the growth and sustainability of CARE International in Lao PDR (CIL) by leading all resource mobilization and business development efforts. This position's core objective is to diversify and increase funding streams by developing and overseeing comprehensive resource mobilization strategies, with a strong focus on securing both institutional grants, exploring private sector partnerships and other pilot innovative initiatives. Ultimately, the Business Development Advisor is expected to collaborate closely with the program department to contribute to CIL's capacity to implement its programs and achieve its mission based on the designs. This will ensure program quality, foster sustainable growth, and contribute to funding diversification and long-term sustainability.

The position involves collaborating with different CARE offices, particularly CARE USA and relevant CARE Member Partners. The position also connects closely with Resource Mobilisation position at the Asia Regional Office.

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: Resource Mobilisation

60% of time

- Work closely with Country Director in driving CIL resource mobilization strategy;
- Facilitate regular CARE Laos Resource Mobilisation Working Group in driving resource mobilisation plan;
- Work closely with relevant partners and CARE Member Partners (CMPs) in order to follow up existing and new collaboration opportunities;
- Strengthen donor relationships; both in-country and externally;
- Source, establish, pilot and maintain new collaboration approaches particularly private sector engagement;
- Develop, maintain and manage donor portfolio and grant system management; understand CARE internal processes and collaborate with relevant units to implement them;

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- Identify new revenue streams and pilot new package development;
- Work closely with the CARE Laos relevant team and CARE partners in coordinating new project designs and proposals, in alignment with funding opportunities;
- Lead project design workshops with staff and partners;
- Liaising with the Communication team to ensure that appropriate materials are developed for positioning and fundraising purposes;
- Participate in relevant CARE Quarterly Resource Mobilisation Meetings, Community of Practice on Private Sector Engagement or relevant meetings.

JOB RESPONSIBILITY 2: Partnership:

20% of time

- Establish and maintain networking and positioning of CIL with existing and potential partners (including GoL, NPAs, INGOs, UN and private sectors);
- Explore partnership to create new partnerships and business development opportunities;
- Manage all relevant partnership pre-agreements/agreements with partners, CMPs and donors as part of the project designs and applications;
- Contribute to the partnership development strategy with the partnership and program teams;
- Participate actively in relevant meetings involving regional or multi-countries at CARE or beyond, aiming to expand opportunities for collaboration;

JOB RESPONSIBILITY 3: Program

10% of time

- Work with the program team to ensure program approaches are applied and support specific project initiatives to advance program priorities and innovation;
- Contribute to the institutionalization and documentation of effective program development and management practice.
- Collaborate with the Monitoring, Impact, Learning, Knowledge, and Accountability (MILKA) team to ensure relevant research and impact data informs and expands CARE's opportunities.
- Partner with MILKA to leverage research and impact data for growing CARE's opportunities.

JOB RESPONSIBILITY 4: Technical Advice and Capacity Development:

5% of time

- Ensure key aspects of gender, safeguarding, and protection are fully incorporated into all program designs and development processes.
- Enhance CARE staff and partner skills in program and business development, including scoping, positioning, networking as well as different backgrounds of donors/private sectors.
- Conduct field visits and technical reviews to assess project/program delivery against designs, collecting information and proposing corrective actions as needed.
- Contribute to and facilitate learning and skill-enhancement opportunities for program and partner teams.

*** OTHER RESPONSIBILITIES AS ASSIGNED**

- Proactively participate 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;
- Contribute to a strong team environment where members respect each other's differences while working together towards the organisation's goals.
- Engage in emergency preparedness, assist in any emergency response as required; provide technical support to the response of emergencies at the national level, when required, including the possibility of deployment support of major emergency responses.
- 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 gender equality, diversity, sexual harassment, exploitation and abuse (PHSEA) and child protection;
- Comply with CARE Laos' financial and operational requirements, foster strong communication between operations and programs 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

EXPERIENCE AND QUALIFICATIONS:

- Undergraduate Degree in Development Studies, Public Administration, Business Management or equivalent relevant fields;
- At least 5 years' experience working in business development/resource mobilization role;

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

- Sound understanding of development in the context of Lao PDR;
- Demonstrated and relevant overseas field experience in leading program development and program planning;
- knowledge of development programme cutting edge thinking, concepts, analysis and tools, in one or more of CARE international in Laos' thematic priorities including health, women economic empowerment, gender-based violence, climate change resilience or civil society development;
- Demonstrated experience in capacity strengthening of staff and proven ability to lead, manage and mentor or coach staff and partners in different contexts and needs;
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approaches and values including ethnic diversity and cultural sensitivity;

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Desired

- Experience with Private Sector Engagement;
- Knowledge of Lao Language;
- Required to travel to remote working locations in Lao PDR for extended periods.

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?

As the Advisor Level, the incumbent must be able to use interpolative skills to pick and choose the right strategy to address a given problems.

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.

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

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.

- **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 understand the donors and their relevant policies	2. Capable
2. Effective communication with internal staff & partners together with the government counterpart.	2. Capable
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	2. Capable
4. Ability to facilitate working group and team efforts in resource mobilisation	2. Capable

Organization Structure

