

ລາຍລະອຽດໜ້າທີ່ຄວາມຮັບຜິດຊອບ

Job Description

ແບບຟອມນີ້ຊ່ວຍໃຫ້ພວກເຮົາສາມາດປະກາດຕຳແໜ່ງຂອງທ່ານຢູ່ເວັບໄຊພາຍນອກໄດ້ຢ່າງຖືກຕ້ອງ. ຂໍ້ມູນທີ່ສະໜອງໃຫ້ຢູ່ນີ້ຈະໄດ້ປະກາດໃນການຮັບສະໝັກວຽກ. ກະລຸນາຢ່າໃຊ້ຄຳຫຍໍ້ ຫຼື ຄຳສັບວິຊາການທີ່ເຂົ້າໃຈຍາກ. ໃຫ້ທ່ານຄຳຕອບຕໍ່ກັບຄຳຖາມເປີດທີ່ລະບຸໄວ້ໃນເອກກະສານນີ້ໃຫ້ຊັດເຈນ ແລະ ຈະແຈ້ງ. ການສ້າງແບບຟອມນີ້ ແບບບໍ່ຄົບຖ້ວນຈະເຮັດໃຫ້ເກີດຄວາມລຳຊ້າໃນການປະກາດ. ເມື່ອປະກອບແບບຟອມນີ້ສຳເລັດແລ້ວ, ກະລຸນາສົ່ງໃຫ້ໜ່ວຍງານບຸກຄະລາກອນຂອງອົງການແຄຣ໌ລາວ.

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.

ຂໍ້ມູນກ່ຽວກັບຕຳແໜ່ງ Position Information

ຊື່ຕຳແໜ່ງ: Position Title: Project Coordinator	ວັນທີ: Date requested
ປະເພດຂອງຕຳແໜ່ງ: ພະນັກງານພາກສະໜາມ Type of position: Project coordinator base in field level	ລະດັບ (ສຳລັບHRເທົ່ານັ້ນ): F Grade (for HR use only)
ພະແນກ/ທີມງານໂຄງການ: ທີມງານໂຄງການ SWARC Department/Project Team: Strengthening Water Access for Climate Resilience in Phongsaly Province	
ບ່ອນປະຈຳການ: ເມືອງຂວາ, ແຂວງຜົ້ງສາລີ Duty Station: Mai and Samphan district, Phongsaly Province	ຊື່ຂອງຜູ້ຮັບຕຳແໜ່ງ (ຖ້າມີ): No Incumbent's name (if applicable)

ລາຍລະອຽດໜ້າວຽກ

ໃຫ້ລະບຸຈຸດປະສົງ ຫຼື ເປົ້າໝາຍລວມຂອງຕຳແໜ່ງບໍ່ເກີນ 1,000 ຄຳສັບ ຫຼື ໜ້ອຍກວ່າ, ໂດຍເນັ້ນໃສ່ໜ້າທີ່ຮັບຜິດຊອບໂດຍລວມຂອງຕຳແໜ່ງດັ່ງກ່າວ ແລະ ຊີ້ແຈງຄວາມຄາດຫວັງຕ່າງໆ ທີ່ຕຳແໜ່ງດັ່ງກ່າວນີ້ຕ້ອງປະຕິບັດໃຫ້ສຳເລັດ. ພາກນີ້ຈະອອກປະກາດຢູ່ເວັບໄຊພາຍນອກເວລາປະກາດຮັບສະໝັກພະນັກງານ.

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 Project coordinator will work closely in cooperation with local partner, especial with Provincial Health Office, as a core partners, also working and collaboration with others government agencies such as: with the PHO, PLWU, PAFO, PONRE and in close coordination with other CARE development projects in Phongsaly province Lao PDR.

This position will lead the coordination and implementation of the project, providing technical and implementation advice on key aspects of CARE's work on promoting WASH access and behaviors, gender equality, and climate resilience. This position will work closely with ethnic communities including women in 15 communities in Samphan and Mai districts. The project will focus on strengthening access and quality through exploring more sustainable approaches to water infrastructure and community behavioral practices. This will be achieved through:

1. Ensuring all families in 15 target communities have year-round access to adequate volumes of safe water at the household level and that models for the sustainable supply of clean drinking water for all households developed and implemented in at least two communities.
2. Capacities are built at village and district levels ensure technical, social and environmental sustainability of water

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supply systems established.

3. Climate resilient adaptation options that enhance community incentives for watershed forest protection / expansion and thus contribute to sustainable water access are piloted and assessed

This position is based in **Mai district**, Phongsaly province with extensively travel to project target villages in Mai and Samphan Districts with travel to Vientiane sometimes.

ຄວາມຮັບຜິດຊອບ ແລະໜ້າວຽກ

ອະທິບາຍຄວາມຮັບຜິດຊອບຕົ້ນຕໍ, ວຽກງານສໍາຄັນ ແລະຜົນໄດ້ຮັບສຸດທ້າຍທີ່ຕໍາແໜ່ງດັ່ງກ່າວຮັບຜິດຊອບ. ກະລຸນາໃສ່ເຫດຜົນວ່າເປັນຫຍັງຈຶ່ງຕ້ອງປະຕິບັດໜ້າວຽກດັ່ງກ່າວ ແລະ ຜົນກະທົບ/ຜົນໄດ້ຮັບທີ່ມີຕໍ່ທີມງານ ຫຼື ອົງການ. ໃຫ້ຂຽນຄວາມຮັບຜິດຊອບຕາມລຳດັບຄວາມສໍາຄັນ ແລະ ລະບຸອັດຕາສ່ວນທີ່ຄາດຄະເນຂອງເວລາທີ່ພະນັກງານຄວນໃຊ້ໃນຄວາມຮັບຜິດຊອບນັ້ນ ຂອງແຕ່ລະປີນັ້ນໆ.

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.

*ຄວາມຮັບຜິດຊອບ 1:

JOB RESPONSIBILITY 1:

STRATEGY AND LEADERSHIP

- Work with the Program team, project staff and technical advisors to support the development and review of the project goal, objective and its log frame and based on Program Strategy;
- Active support of CARE Lao's long term program strategy has a strong focus on gender equality and women's empowerment through actively contributing to strategy development
- Demonstrate a passion for gender equality, women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

15%

ໃຊ້ເວລາຈັກ%

%of time

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*ຄວາມຮັບຜິດຊອບ 2:

JOB RESPONSIBILITY 2:

PROJECT DEVELOPMENT

- Support further development and review of the project design
- Active participate the gender analyses and update them periodically for effective program development, planning, management and advocacy;
- Ensure quality, coherence and synergy of gender related work in program development planning and management; and
- Keep informed of key trends and best practice related to the Gender priorities.

10%

ໃຊ້ເວລາຈັກ%

%of time

*ຄວາມຮັບຜິດຊອບ 3:

JOB RESPONSIBILITY 3:

PROJECT IMPLEMENTATION AND QUALITY ASSURANCE

- Supervise daily project activity, project implementation based on the project' action plan and its log frame
 - Actively implement agreed technical approaches and provide feedback on cross-cutting issues
- Facilitate action and reflection at community level to empower women and reflect on social norms.
 - Preparing quarterly report, Bi-annual report, annual report and project final report.
- Carry out monthly, quarterly, six monthly and annual meetings with implementing partners and relevant partners including the line ministries and concerned provincial government;
 - Support for monitoring change at community level.
- Learning CARE MILKA framework, closely follow up project proposal and project log-frame.
- Participation in CARE PIIRs report.
- Facilitation to consultant conduct the project baseline survey process, Mid-term review and project final evaluation process.
- Monitoring and supporting target communities based on project action plan, including project baseline survey, mid-term review and project final evaluation.
- Contribute to continuously improving the quality of activities through leading on joint reflection.
- Entering data into the Activity Tracking System.
- Fully lead and manage the team to implement the project activities
- Provide technical support to the partners through mentoring and on-the-job training;
- Liaise with government counterparts on MOU negotiation, implementing agreement, and ensure that the on-time submission of MoU reports to the relevant government partners.
- Review project budget monthly and quarterly and report to provincial manager and to budget holder
- Sign and approve project' advance request to do outreach activity based on financial rules and regulations.
- Verify and approval expenses concerning project activity and other costs based on financial rules and regulations.

50%

ໃຊ້ເວລາຈັກ%

%of time

***ຄວາມຮັບຜິດຊອບ 4: HUMAN RESOURCE MANAGEMENT:**
JOB RESPONSIBILITY 4

- Oversight and overall management of two project officers.
- Conduct the staff Annual Performance Appraisal (including the APPA midterm review) following the HR policy and procedure.
- Ensure the staff timely submitted the timesheet.
- Maintain good inter-team communications and team dynamics; promote collaborative efforts among project staff, exercise good leadership, and take suitable action when problems occur.
- Assist in project staff selection, recruitment, briefing/debriefing, job descriptions, appraisals, dismissal procedures and systems; and
- Ensure compliance to CARE International in Lao PDR HR policies and guidelines with the support of the senior management team.

15%

ໃຊ້ເວລາຈັກ%
%of time

***ຄວາມຮັບຜິດຊອບ5: BUDGET MANAGEMENT**
JOB RESPONSIBILITY

- Responsible of project budget management including:
 - Ensure that expenditure is in line with approved budgets and adherence with CARE and donor financial policy and procedures.
 - prepare cost work-plans (monthly/quarterly) and review monthly budget report.
 - Timely preparation of project advance and clearance of all the project team members.
 - Prepare yearly procurement plans and review/updated quarterly.
- Ensure the efficient and proper use of project funds in line with the approved budget and in compliance with CARE's finance manual and donor guidelines.
- Track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans; and

5

ໃຊ້ເວລາຈັກ%
%of time

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***ຄວາມຮັບຜິດຊອບອື່ນໆຕາມການມອບໝາຍ 5% ຂອງເວລາ**

OTHER RESPONSIBILITIES AS ASSIGNED 5% of time

- To 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;
- 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 gender equality, diversity and child protection and Safeguarding policy (Protection from Sexual Harassment, Exploitation and Abuse);
- 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.

5%

ໃຊ້ເວລາຈັກ%

%of time

ຈຸດທີ (ຮູ້ວິທີເຮັດແນວໃດ)

ລະບຸລະດັບການສຶກສາ, ປະສົບການ ແລະ ທັກສະ ຂັ້ນຕໍ່າສຸດທີ່ຈຳເປັນເພື່ອໃຫ້ເໝາະສົມສຳລັບຕຳແໜ່ງດັ່ງກ່າວ ແລະ ປະຕິບັດໜ້າທີ່ວຽກງານຕາມຄວາມຄາດຫວັງຂອງອົງການ. ນອກຈາກນີ້ຄວນລະບຸ ລະດັບການສຶກສາ, ປະສົບການ, ແລະ ທັກສະ ອື່ນໆທີ່ຕິດຖ້າຫາກມີ.

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.

ຍົກຕົວຢ່າງການສຶກສາ/ການຝຶກອົບຮົມ

ຕົວຢ່າງ: ຈົບມັດທະຍົມ, ຈົບຊັ້ນສູງຈາກວິທະຍາໄລ (ລະບຸສາຂາຮຽນຫຼັກ/ສຳຮອງ); ຈົບວິຊາສະເພາະ (ເຊັ່ນ: ບັນຊີ). ສາມາດຂຽນປະກອບປະໂຫຍກດັ່ງຕໍ່ໄປນີ້ຖ້າເປັນໄປໄດ້ເຊັ່ນ: " ຫຼື ທຽບເທົ່າ ແບບປະສົມປະສານຈາກການມີລະດັບການສຶກສາ ແລະ ປະສົບການການເຮັດວຽກຕົວຈິງໃນດ້ານນັ້ນໆໄປພ້ອມກັນ"

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."

ຈຸດທີທີ່ຈຳເປັນ **Required**

- Bachelor's degree in construction Engineer/or rural development.

ລະດັບການສຶກສາ, ປະສົບການ ແລະ ທັກສະອື່ນໆທີ່ຕິດຖ້າຫາກມີ **Desired**

Minimum 5 years work experience in Engineer/or rural development:

- Have experience on water supply construction and water supply system management.
- Have experience in climate change adaptation promotion.
- Have experience in WASH/or hygiene promotion.

ປະສົບການ/ທັກສະດ້ານວິຊາການ

ຈຳນວນເດືອນ/ປີຂອງປະສົບການທາງອາຊີບທີ່ຜ່ານມາໃນຕຳແໜ່ງທີ່ຄ້າຍຄືກັນ. ຕົວຢ່າງ: ພາສາ; ການວາງແຜນ; ງົບປະມານ; ການບັນຊີພື້ນຖານ; ທັກສະການນຳສະເໜີ; ການລະດົມທຶນ; ການຝຶກອົບຮົມ/ການອຳນວຍຄວາມສະດວກ, ແລະອື່ນໆ.

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.

ປະສົບການ/ທັກສະດ້ານວິຊາການທີ່ຈຳເປັນ **Required**

- Good communication in English skill.
- At least 5 years' experience work with ethnic communities including women/ ethnic farmer.
- Fluent oral and written communication skills in Lao, knowledge of local ethnic language highly desired.
- Basic skills in Microsoft Office with knowledge in Microsoft Word, Excel and PowerPoint.
- Have the patience to work in remote areas for long periods.

ການແກ້ໄຂບັນຫາ

ໃຫ້ເລືອກໃສ່ແຕ່ລະລະດັບ (1, 2 ຫຼື 3) ຂ້າງລຸ່ມນີ້ເພື່ອຊີ້ບອກວ່າການແກ້ໄຂບັນຫາຕຳແໜ່ງນີ້ຈະປະເຊີນໃນລະດັບໃດ.

Problem Solving

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

ເລືອກລະດັບ **Select Level:**

☐ 1. ສິ່ງທີ່ຕ້ອງເຮັດ ແລະ ວິທີການແກ້ໄຂບັນຫາແນວໃດ ແມ່ນໄດ້ມີການກຳນົດໃຫ້ຢ່າງຈະແຈ້ງ ແລະ ຜູ້ທີ່ປະເຊີນໜ້າຢ່າງເປັນປະຈຳກັບບັນຫາ ຫຼື ບັນຫາທີ່ຄ້າຍຄືກັນ.

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. ສິ່ງທີ່ຕ້ອງເຮັດແມ່ນເປັນທີ່ຮູ້ຈັກ ແຕ່ວິທີການດຳເນີນການເຮັດແນວໃດນັ້ນແມ່ນບໍ່ໄດ້ມີການກຳນົດ. ຜູ້ທີ່ປະເຊີນໜ້າຕ້ອງໃຊ້ທັກສະກະຕວງຈາກການທີ່ໄດ້ຮັບຂໍ້ມູນທີ່ຮູ້ສ່ວນໃດສ່ວນນຶ່ງ ແລະ ເລືອກກົນລະຍຸດທີ່ເໝາະສົມເພື່ອແກ້ໄຂບັນຫານັ້ນ.

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. ສາມາດວິເຄາະວ່າ ເປັນຫຍັງສິ່ງທີ່ກະທຳໄປແລ້ວແມ່ນເປັນທີ່ຮູ້ຈັກກັນ, ແຕ່ສິ່ງທີ່ຕ້ອງເຮັດ ແລະ ເຮັດແນວໃດແມ່ນບໍ່ໄດ້ມີການກຳນົດ. : ສະຖານະການແມ່ນມີການປ່ຽນແປງ ແລະ ການຕອບໂຕ້ຂອງຜູ້ປະເຊີນໜ້າຈະກ່ຽວຂ້ອງກັບການວິເຄາະ, ການກຳນົດບັນຫາ, ເລືອກຕ່າງໆ, ແລະ ສະເໜີຂໍ້ແນະນຳ. ຜູ້ກ່ຽວຈະປະເຊີນໜ້າ ແລະ ແກ້ໄຂບັນຫາທີ່ບໍ່ເກີດຂຶ້ນເລື້ອຍໆ.

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.

ເປັນຫຍັງຕຳແໜ່ງດັ່ງກ່າວນີ້ຈຶ່ງເໝາະສົມກັບຢູ່ໃນລະດັບນີ້? **Why does the position fall into this category?**

This position is project coordinator, must be respond for project planning, implementing the plan, monitoring and evaluating. Also coordinated with public sector partners and associations.

PEOPLE & CULTURE

ຄວາມສາມາດຫຼັກດ້ານການປະພຶດ

ອົງການແຄຣ໌ ມີ 5 ຄວາມສາມາດຫຼັກທີ່ຄາດວ່າພະນັກງານທຸກຄົນຈະປະຕິບັດ ແລະ ມີ 2 ຄວາມສາມາດຂອງການເປັນຜູ້ນຳທີ່ຄາດຫວັງວ່າຈະຢູ່ໃນຕຳແໜ່ງທີ່ຄຸ້ມຄອງທີມ ແລະ ຕຳແໜ່ງທີ່ເປັນຜູ້ນຳ.

ລະດັບຄວາມສາມາດຈະກຳນົດໄດ້ແມ່ນ ລະດັບຄວາມສາມາດທີ່ພະນັກງານຜູ້ນຶ່ງສະແດງອອກ ຜ່ານພຶດຕິກຳທີ່ສັງເກດໄດ້ຈາກການປະຕິບັດໜ້າທີ່ວຽກງານທີ່ໄດ້ຮັບມອບໝາຍໃຫ້.

ຕາຕະລາງຂ້າງລຸ່ມນີ້ແມ່ນໃຫ້ຄຳແນະນຳໃນເວລາກຳນົດລະດັບຄວາມສາມາດທີ່ເໝາະສົມກັບແຕ່ລະວຽກ ຫລື ແຕ່ລະຕຳແໜ່ງ/ແນວ. ຄຳແນະນຳນີ້ຄວນຈະຖືກນຳໃຊ້ເປັນຈຸດເລີ່ມຕົ້ນ.

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 Level	ຄຳອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ General competency behavior description	ການຈັດປະເພດວຽກ Job Classification	ຕຳແໜ່ງ/ແນວ 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. ຄວາມສາມາດຫຼັກດ້ານການປະພຶດ

ກະລຸນາລະບຸ ລະດັບຄວາມສາມາດຫຼັກດ້ານການປະພຶດ ທີ່ທ່ານຄາດຫວັງວ່າຕຳແໜ່ງໃດນຶ່ງຈະຕ້ອງປະຕິບັດ. ນີ້ອາດຈະມີນຳໃຊ້ໃນການສື່ສານປະເມີນຜົນພະນັກງານ ແລະ ເປັນຄຳແນະນຳສຳລັບການພັດທະນາຂອງພະນັກງານ.

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.

- ການສ້າງສາຍສຳພັນ: 2. ຄວາມສາມາດ Capable

ພັດທະນາຄວາມໄວ້ວາງໃຈ & ຄວາມສຳພັນທາງວິຊາຊີບ ພາຍໃນ ແລະ ພາຍນອກ. ຈຸດປະສົງເພື່ອພັດທະນາເຄືອຂ່າຍເພື່ອສ້າງຄຸນຄ່າໂດຍຜ່ານການຮ່ວມມື

RELATIONSHIP BUILDING

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

- **ການມີສ່ວນຮ່ວມ: 2. ຄວາມສາມາດ Capable**

ປະກອບສ່ວນເຂົ້າໃນສະພາບແວດລ້ອມທີ່ຜະນຶກງານທຸກຄົນມີຄວາມຮູ້ສຶກເປັນເຈົ້າການ, ມີຄຸນຄ່າທີ່ມີຄວາມແຕກຕ່າງ ແລະ ສ້າງຄວາມເຂັ້ມແຂງໃນການມີສ່ວນຮ່ວມ ແລະ ປະກອບສ່ວນຢ່າງມີສິດເສລີພາບ.

INCLUSION

Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

- **ການຮຽນຮູ້ແບບຄ່ອງແຄ້ວ: 2. ຄວາມສາມາດ Capable**

ສືບຕໍ່ຊອກຫາໂອກາດທີ່ຈະຮຽນຮູ້, ທົບທວນວິທີການທີ່ຜ່ານມາໃນສະພາບແວດລ້ອມໃນປະຈຸບັນ, ເປັນເຈົ້າຂອງການພັດທະນາຕົວເອງ ແລະ ຮຽນຮູ້ຈາກຄວາມລົ້ມເຫລວ.

DYNAMIC LEARNING MINDSET

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

- **ການປະຕິບັດຕາມເປົ້າໝາຍທີ່ວາງໄວ້: 3. ແຮງບັນດານໃຈ Inspirational**

ລົງທຶນເວລາໃນການວາງແຜນເພື່ອບັນລຸເປົ້າໝາຍ ພ້ອມທັງບັນລຸມາດຕະຖານຄຸນນະພາບ & ສະແດງໃຫ້ເຫັນຄວາມມຸ່ງໝັ້ນ.

DELIVERING RESULTS

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

- **ການສື່ສານ: 2. ຄວາມສາມາດ Capable**

ພົວພັນກັບຜູ້ອື່ນຢ່າງມີປະສິດທິຜົນ ແລະ ເໝາະສົມເພື່ອສ້າງສາຍສຳພັນ, ການຊອບເຊື່ອ, ແລະ ແລກປ່ຽນຄວາມຄິດ. ໃຊ້ວິທີການທີ່ເໝາະສົມກັບສະພາບການ ແລະ ວັດທະນະທຳ ທີ່ແຕກຕ່າງກັນ.

COMMUNICATION

Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. ຄວາມສາມາດໃນການນຳພາ

ຖ້າຫາກໜ້າວຽກຂອງຕຳແໜ່ງນີ້ຕ້ອງຄຸ້ມຄອງທີມງານໂດຍກົງ, ກະລຸນາລະບຸລະດັບຄວາມສາມາດທີ່ທ່ານຄາດຫວັງວ່າຕຳແໜ່ງນີ້ຈະຕ້ອງສະແດງໃຫ້ເຫັນເຖິງຄວາມສາມາດຂອງການນຳພາແຕ່ລະລະດັບ. ອາດຈະມີນຳໃຊ້ໃນການສົນທະນາປະເມີນຜົນຜະນຶກງານ ແລະ ເປັນຄຳແນະນຳສຳລັບການພັດທະນາຂອງຜະນຶກງານ.

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.

- **ການນຳພາດ້ານຍຸດທະສາດ ແລະ ການດຳເນີນການ: 2. ຄວາມສາມາດ Capable**

ໃຊ້ວິໄສທັດກ້ວາງ ເພື່ອແກ້ໄຂສະຖານະການໃນທັນທີ. ລົງທຶນເວລາໃນການວາງແຜນ, ການຄົ້ນຫາ, ແລະ ການທົບທວນ. ຮັບປະກັນເປົ້າໝາຍທີ່ວາງໄວ້ໃຫ້ບັນລຸໂດຍການປະຕິບັດ, ຕິດຕາມ, ແລະ ປັບປຸງ.

Strategic Leadership & Execution

PEOPLE & CULTURE

Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

- ການນຳພາຄືນ: **2. ຄວາມສາມາດ Capable**

ສ້າງແຮງບັນດານໃຈ ແລະ ຈຸດໃຈ ສ້າງຄວາມເຂັ້ມແຂງຂອງຜູ້ອື່ນເພື່ອບັນລຸເປົ້າໝາຍຂອງອົງການ. ຝຶກສອນ, ໃຫ້ຄຳປຶກສາ ແລະ ຄຸ້ມຄອງປະສົບການ ແລະ ການປະຕິບັດວຽກງານຂອງພະນັກງານ ສ້າງໂອກາດ ໃຫ້ຜູ້ອື່ນໄດ້ນຳພາວຽກງານ.

PEOPLE LEADERSHIP

Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. ຄວາມສາມາດທາງດ້ານເຕັກນິກ

ເລືອກ 3 ຄວາມສາມາດດ້ານເຕັກນິກສູງສຸດທີ່ມີຕຳແໜ່ງນີ້ຕ້ອງມີບົດບາດສະແດງໃຫ້ເຫັນເພື່ອສ້າງຜົນກະທົບທີ່ຕ້ອງການ. ມີຫຼາຍຄວາມສາມາດດ້ານເຕັກນິກທີ່ອາດຈະເໝາະສົມສຳລັບຕຳແໜ່ງນີ້, ແຕ່ເຖິງຢ່າງໃດກໍຕາມ, ກະລຸນາຄິດເອົາຄວາມສາມາດດ້ານເຕັກນິກທີ່ຈຳເປັນທີ່ສຸດສຳລັບຕຳແໜ່ງດັ່ງກ່າວ. ອາດຈະມີນຳໃຊ້ໃນການສົນທະນາປະເມີນຜົນພະນັກງານ ແລະ ເປັນຄຳແນະນຳສຳລັບການພັດທະນາຂອງພະນັກງານ.

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.

A. ຄວາມສາມາດທາງດ້ານການປະພຶດ Competencies	ລະດັບຄວາມສາມາດ Proficiency Level
ການສ້າງສາຍສຳພັນ	2. ຄວາມສາມາດ Capable
ການມີສ່ວນຮ່ວມ	2. ຄວາມສາມາດ Capable
ການຮຽນຮູ້ແບບຄ່ອງແຄ້ວ	2. ຄວາມສາມາດ Capable
ການປະຕິບັດຕາມເປົ້າໝາຍທີ່ວາງໄວ້	3. ແຮງບັນດານໃຈ Inspirational
ການສື່ສານ	2. ຄວາມສາມາດ Capable
B. ຄວາມສາມາດໃນການນຳພາ	2. ຄວາມສາມາດ Capable
ການນຳພາດ້ານຍຸດທະສາດ ແລະ ການດຳເນີນການ	2. ຄວາມສາມາດ Capable
ການນຳພາຄືນ	2. ຄວາມສາມາດ Capable
C. ຄວາມສາມາດທາງດ້ານເຕັກນິກ	2. ຄວາມສາມາດ Capable

ໂຄງຮ່າງການຈັດຕັ້ງຂອງອົງການ Organization Structure

