

## 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 Officer	Date requested: 20 <sup>th</sup> September 2025
Type of position: Program	Grade (for HR use only): D
Department/Project Team:	MekongElevate: Ethnic Communities Leading Inclusive Climate Action
WORK LOCATION:	Mai District, Phongsaly Province, Lao PDR (with possible travel to other field provinces and the Mekong region)
Contract Type:	Fixed-term (1 year with possible extension through the life of the project period – 4 years).

### 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.

**MekongElevate** 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.

**Project Officer** will lead the activity implementation, accountability, government relationships, and project quality in close coordination with the MekongElevate project team in Phongsaly Province. The Project Officer will ensure the overall implementation of the project work plan, budget management, monitoring, and reporting of the project activities on the ground in collaboration and coordination with the project team in Luang Prabang. The Project Officer collaborates closely with relevant project partners, particularly government and local Civil Society Organizations.

**Reporting Relationships:** The PO will be reporting to the Project Manager based in Luangprabang province and collaborating with relevant project team in Phongsaly and relevant field offices. This position will also liase with other project teams based in the Mekong Region. The position might involve managing community facilitators or community volunteers

### Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please

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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.

### Key Responsibilities

30% of time

#### Project planning, coordination and implementation

- Plan and facilitate project workplan and implementation with government, CSO partners and communities.
- Ensure effective communication 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 Project Manager in a timely manner.
- Assist in the development of project plans, schedules, and budgets.
- Coordinate project activities and ensure they align with project goals.
- schedule and organize meetings, workshops, and other project-related events.
- Provide administrative support to the project manager and team.
- Manage project correspondence and communications.
- Assist with budget tracking and expense management.
- Other tasks assigned by the project manager.

#### Technical Coordination and Support

20% of time

- Under project interventions and ensure they are rolled out at the community levels.
- Support the community members to understand the project activities and overall implementation at the village levels.
- Laise closely with government and CSO partners to ensure that relevant technical advice, supported by the Women's Resilience and Climate Action Advisor and relevant Technical Advisors, is incorporated in the project plan and implementation.
- Participate in the facilitation and capacity building of the project interventions.

#### Budget/Financial Management

20% of time

- Ensure that financial policies and practices are adopted in project implementation
- Help ensure that projects stay within budget, and time constraints.
- Review monthly financial expenditure reports with relevant Project Managers and initiate corrective action as required
- Provide inputs for budget modifications for revisions to donors.
- Facilitate, with the relevant Project Manager, the timely preparation of project expenditure and cash flow plans and procurement plans in line with project activity plans.
- Ensure that budget plans are in accordance with project activity and procurement plans.
- 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

**Monitoring Evaluation, Learning and Reporting**

20% of time

- Ensure overall monitoring, evaluation and learning outcomes of the project
- Work closely with the MILKA Advisor to ensure on-going monitoring, evaluation and learning of the project activities
- Prepare activity, monthly and field visit reports; contribute to the preparation and submission of the project reports as required by the donor and CARE
- Maintain accurate project documentation, including plans, reports, and records.
- Monitor project progress and identify potential risks or issues.
- Assist in the evaluation of project outcomes.

**\* OTHER RESPONSIBILITIES AS ASSIGNED**

10% 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.

**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."

**EXPERIENCE AND QUALIFICATIONS:**

- Minimum university degree relevant to agriculture, rural development (or equivalent professional experience), and understanding of the complexities of development programming in the Lao context.
- Minimum 5+ years of relevant experience in coordination, project management in development and/or humanitarian relief
- Good organizational and time management skills
- Demonstrated experience in coordination, project implementation and capacity building.
- Demonstrated ability to build strong relations with local and national government and other partners (e.g. civil society).
- Ability to work effectively in a team environment and identify/resolve project related issues
- Willingness and ability to live and work in remote areas, with frequent travel to field sites.
- Good communication skills in written and spoken English and Lao. 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?**

- Would be able to deal with the procurement's work and follow with the policy and regulation.
- Will be able to create a more positive work environment for team members and partners.
- Successfully resolving issues and lead higher job satisfaction among teams & others.
- Would be able to better service and meet partner and donor expectations.

**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.

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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/ເກຣດ Position/Grade
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-ທີ່ປຶກສາຂັ້ນອາຊີໄສ <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** : **1. Foundational**  
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION** **1. Foundational**  
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** **1. Foundational**  
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS** **1. Foundational**  
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION** **1. Foundational**  
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** **1. N/A**  
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

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### 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.	1. Foundational
2. Effective communication with internal staff & partners together with the government counterpart.	1. Foundational
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	1. Foundational

### Organization Structure

