

Job Description

Position Information

Position Title: Project Coordinator	Date requested: 1st December 2025
Type of position: Coordinator	Grade (for HR use only):
Department/Project Team: RMNCAH-III	
WORK LOCATION: Sekong province	Incumbent's name (if applicable):

INTRODUCTION:

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 2019, CARE worked in 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

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, government, local civil society organizations, and the private sector. CARE currently implements projects in four provinces: Vientiane Capital, Phongsaly, Luang Namtha and D.

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. CARE's two main program areas in Lao are women's health and women's economic empowerment. Our health programs empower women and girls to exercise their rights to reproductive, maternal and child nutritional health for greater control over their bodies and to live a life free from violence. Our economic empowerment programs give women and girls greater access to and control over economic opportunities, resilient resources and dignified work by promoting gender equality, fighting gender-based violence and climate risk. 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.

Job Summary

PURPOSE OF THE POSITION:

The Project Coordinator will lead CARE's health project - The first 1,000 Days (maternal and child health) projects in Sekong Province.

This position will work in partnership with the NPA and in close coordination with other CARE development projects in Lao PDR.

The position covers management of all aspects of the project including ensuring a high technical quality of project delivery, managing partnerships with government, human resources, monitoring and evaluation, project cycle management and financial management.

The Project Coordinator will also provide technical support to ensuring the quality of M&E systems.

This position reports to the Provincial Manager-SK and will receive technical and project management support from the

national and international technical advisors including health and gender.

This position directly manages 2 project officers and supports the NPA team members as required.

This position is based in Dakchueng district with extensive travel to project target villages in Kaluem district, Sekong province.

75% of time

JOB RESPONSIBILITY 1: Program

1. STRATEGY AND LEADERSHIP:

- Work with the team to support the development and review of the project.
- Ensure CARE Lao's long term program strategy has a strong focus on gender equality and women's empowerment through actively contributing to strategy development as a member of the CARE Lao's Leadership Team; and
- Demonstrate a passion for gender equality, women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

2. PROGRAM DEVELOPMENT:

- Contribute to the development and review of the program design including analysis, theory of change, developing program concepts and sourcing funding and partnership opportunities.
- Contribute to 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.

3. PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE:

- Oversee the implementation of the Improving the first 1,000-day project implemented partnering with the NPA (PFHA) to ensure that the project activity is carried out following the donor, CARE and project MoU requirements.
- Operational lead on the planning, monitoring, and reporting of all activities necessary for the fulfilment of all project objectives, with guidance by the Provincial Manager and technical support by the national health advisor and the maternal and child health and gender advisor to:
 - Organize and oversee monthly, quarterly and annual planning.
 - Oversight and control of budgeting, book-keeping, procurement and cash administration, in coordination with the Provincial Manager and respecting donor guidelines.
 - Prepare reports of project implementation, impacts and outcomes and present in district steering committee meeting, provincial steering committee meeting.
 - Oversight and implementation of all administrative procedures to ensure proper documentation, safety, and security regarding all project activities.
- Technical lead on all activities, assuring consistent application of best practices in the field of Maternal and Child Health and qualitative progress toward realization of project goals to:

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- Provide technical inputs on nutrition, maternal and child health and family planning, bringing in best practices and ensuring adoption throughout the project activities.
- Provide input on health systems with a focus on supporting micro-planning.
- Lead on the selection and accompaniment of students for midwives scholarships.
- Establish and implement project monitoring and evaluation plans and support visits to field sites.
- Synthesize and identify methods to disseminate lessons learned and best practices in the field of MCH institutional strategy development.
- Lead liaison with district and provincial authorities, in coordination with the Provincial Manager to:
 - Coordinate with DHO to formulate and execute the integrated micro-plan for immunization and organize different review and MCH meetings.
 - Identify, coordinate and contribute to capacity building of district health staff.
 - Coordinate regular reporting and liaison meetings.
 - Support quality data collection on MCH of health centers.
- Liaison with other organizations and actors in the project area and across the country.

4. PROGRAM TECHNICAL SUPPORT:

- Oversee all technical aspects of activities implementation in Sekong province.
- Provide technical supervision to team to make sure the activities achievement is of high quality.
- Ensure that technical advices are provided to the field staff if needed (on nutrition training, crop and coffee plantation, coffee value chain, village saving Association etc.); and
- Making sure that the technical strategies are understood by team members.

5. HUMAN RECOURCE MANAGEMENT:

- Oversight and management of all project staff, with the support of the Provincial Manager.
- Maintain good inter-team communications engender good team dynamics; promote collaborative efforts among project staff, exercise good leadership, and take suitable action when problems occur.
- In collaboration with the personnel/admin. Officer and the Provincial Manager, 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.

6. LOGISTICS/FINANCE/ADMINISTRATION

- Contribute to safety and security of the Program Team staff in Dak Cheung office.
- Ensure sub-office accounting is done timely and in accordance Of CARE procedures and timely schedule.
- Ensure logistics procedures are followed by the team; and
- Ensure close coordination with Support Team Leader for all procurement, administration and logistic issues.

7. BUDGET MANAGEMENT:

- 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 costed 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
- Approved budget according to level or PM authority, request and clear all field cash advances in a timely fashion in accordance with CARE Finance policies and procedures and ensure project staff manage any cash advances in line with financial management procedures.

8. TEAM MANAGEMENT:

- Ensure the project contributes to the wider Program of CARE.
- Oversee and manage the work of direct reports, including leading effective teamwork and relationships and ensuring regular team meetings and communications to the team.
- Ensure all direct reports have clear work plans and a strong understanding of their role and contribution to project goals and the deliverables.
- Directly supervise team members including providing advice and guidance, managing performance, effective administration of leave, budget and other approvals, and preparing annual planning and performance appraisals; and
- Together with the Project coordinator, identify critical staff needs in the team and coordinate with Human Resources (HR) on recruitment and other HR processes.

9. TRAINING AND COORDINATION

- Ensure effective coordination with all CARE Program teams and between sub-office and Dakchueng Office. And Liaise with Admin, Finance, and Logistics staff for financial and in procurement issues.
- Ensure good working relationship and available to support all team members.
- Ensure effective coordination and exchange information with partner agencies (INGO, LNGOs, etc.) working in the CARE operational area –geographical and thematic areas.
- Manage day-to-day with district counterparts, especially with District Implementation and Monitoring Committee (DIMC) in any work related with government partners as well as arranging regular quarterly DIMC meetings.
- Proactive participation in the Program Steering Committee (PSC) and Program Evaluation Workshop (PEW) meetings, and any relevant technical or coordination meetings identified.

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- Represent CARE program in coordination/technical forum when it is requested.
- Ensure timely and quality delivery of field activities training.
- Ensure the team develops, refines, and compiles technical training materials that related to field activities; and
- Ensure reports are produced on each training or meeting, including training participants and their attendance, costs, training contents, training objectives.

JOB RESPONSIBILITY 2: Partnership:

15% of time

10. PARTNERSHIPS, NETWORKING AND REPRESENTATION:

- Participate in gender-related forums, workshops, government meetings, or other events as required.
- Provide clear explanations of the Project and CARE's work in Laos to partners, government agencies and other relevant stakeholders.
- Provide support to the partners through mentoring and on-the-job training including the explanation of CARE Laos policies and procedures; and
- Coordinate with, strengthen and maintain relations with relevant Government authorities at Provincial and National level and other International and Non-Government Organizations.

"OTHER RESPONSIBILITIES":

10% of time

- Proactively manage 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); and
- Comply with CARE Lao's financial and operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.

Education/Qualification/Training

Minimum Bachelor's degree in a public health (specialized in Mother and Child Health) or equivalent and/or 5 years relevant work experience, preferably in health activities and skills transfer, capacity strengthening preferably for an International Non-Government Organization (INGO).

Experience/Technical Skills Required.

- Proven understanding of mother and child health in the Laos context.
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Responsible for the management of the technical function, with minimal supervision.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Ability to work under pressure and to organize and manage workload to meet deadlines.
- Ability to organize people and resources towards achieving objectives effectively and efficiently.
- Representational skills including developing networks and relationships with other key stakeholders.
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.
- Proven ability to manage a budget and/or cash.
- Fluent oral and written communication skills in Lao and intermediate in English; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel.

Desired

- Experience with INGOs and private sectors.
- 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?

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 <i>Level</i>	ຄໍາອະທິບາຍຄວາມສາມາດດ້ນພຶດຕິກຳທົ່ວໄປ <i>General competency behavior description</i>	ການຈັດປະເພດວຽກ <i>Job Classification</i>	ຕໍາແໜ່ງ/ເກຣດ <i>Position/Grade</i>
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: ຈົນຕະນາການ 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

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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