

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 Manager (WeAct2)	Date Updated: 06 February 2026
Type of position: Project Staff	Grade (for HR use only): G
Department/Project Team: Program	
WORK LOCATION: Luang Namtha Province	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.

CARE works in partnership with community members, government, local civil society organisations, and the private sector. CARE currently implements projects in 7 provinces: Vientiane Capital, Phongsaly, Luang Namtha, Champasak, Luang Prabang, Sekong and Saravan.

The Project Manager (PM) fully manages the Empowering Communities through Participatory Climate Action (WeAct2) Project to ensure that the project is implemented following the CARE and donor requirements. The PM will also act as the focal point and represent CARE international in Lao PDR for all collaboration and networking in Louangnamtha province, and work closely with the Senior Program Delivery Manager to ensure program quality, partnership, and learning and support alignment with organisational priorities.

The PM manages and provides support to the project implementing partner, particularly the CSO partners, and works closely with CARE technical advisors/managers and relevant departments, particularly the finance team in ensuring that adequate technical support and accountability mechanisms are in place to ensure beneficiaries have the right and access to feedback on programming.

The PM will directly manage Project staff and work closely with all technical advisors/members: WEE, WRCA, MILKA, Health, VETS volunteers, etc., Operational team members: Finance, Procurement and Administration, Safety & Security, People and culture, Resource Mobiliser and Communication team.

This position reports to the Senior Program Delivery Manager of CARE Laos.

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: PROGRAM STRATEGY AND DEVELOPMENT

5% of time

- When required, contribute to the design of new initiatives and innovation, contributing to the sustainability of the project.
- Demonstrate a passion for gender equality, women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Hold accountability on partnership principles practice and strategy implementation.
- When required, contribute to CARE Laos' overall program strategy development and implementation.

JOB RESPONSIBILITY 2: Project delivery and Management

40% of time

- Lead the project MOU process and negotiations with the government in close coordination with the Senior Program Delivery Manager and relevant staff.
- Lead the development of the annual project workplan and budget, ensuring alignment with the approved project master plan and donor requirements.
- Provide overall management and coordination of the project, working closely with implementing partners to ensure high-quality, timely implementation of activities in compliance with relevant standards, best practices, internal policies, and donor guidelines.
- Design, plan, coordinate, budget, and oversee the implementation of field activities and capacity-building interventions in collaboration with relevant stakeholders, government counterparts, and CSO partners, under the guidance of senior program delivery managers and technical advisors.
- Foster strong collaboration and maintain effective, regular communication with national, provincial, and local authorities involved in the project.
- Provide ongoing technical, managerial and budget management supports to implementing partners including the government and CSOs in relation to strengthen implementation quality and compliance.
- Coordinate with the relevant technical advisors/managers to ensure that relevant technical inputs are incorporated in the project planning and implementation.
- Act as the primary focal point for the project implementation, partner coordination and donor engagement for the WeAct2 project.
- Monitor project progress closely, follow up with implementing partners to address implementation challenges in a timely manner, and communicate key issues to the line manager as required.
- Work closely with the Finance Director and finance team to monitor project expenditures and ensure spending remains on track and in line with approved budgets.
- Ensure the IMC meetings and reports are arranged on timely basis.
- Prepare and submit quality project activity, progress and narrative reports to donors and government in accordance with agreed timeline.
- Perform other duties as assigned by the direct line manager.
- Being CARE Humanitarian focal point at the project areas to monitor and report any risk situation to CARE Emergency Response Team (ERT).
- Ongoing monitor and regularly report on the risk situation in the project target area.
- Coordinate with local partners for emergency response and implementation at site.
- Lead the rapid assessment on community needs and Rapid Gender Analysis (with disability inclusion) during the emergency situation.

JOB RESPONSIBILITY 3: Budget/Financial Management

30% of time

- Lead the quarterly updating and monitoring of the Costed of Workplan (CWP) and ensure accountable and efficient utilization of all projects operating across all components of the WeAct2 Project.
- Ensure full compliance with CARE and donor financial policy, procedures, and control, promoting transparency, accountability, and financial integrity throughout project implementation.
- Monitor and control project expenditures to ensure spending remains within approved budget and aligned with agreed workplan and donor requirements.
- Review monthly financial expenditure reports (BVA) with relevant staff, analyse variances, and initiate corrective action as required.
- Provide inputs for budget revision and support the preparation and submission of budget modification request to donor, as required.
- Coordinate with relevant coordinator and senior staff to ensure the timely development and implementation of expenditure forecast, cash flow projection and procurement plans in line with project activity plans.
- Supervise the finance and admin officer with all requirements/tasks relevant to the project budget/finance management.
- Ensure that the administrative, financial, logistical and procurement system effectively support program implementation and meet organizational and donor requirement.
- Ensure that procurement processes are done in a timely manner and in line with CARE and donor procurement policies and procedures.
- Work closely with the Finance team to facilitate financial reviews, spot checks, and external or internal audits, and ensure timely follow-up on recommendations.
- Contribute to the development, review, and updating of financial and administrative policies and procedures, as required.

JOB RESPONSIBILITY 4: Monitoring Evaluation, Learning and Reporting

20% of time

- Work closely with MILKA advisor to develop and maintain project tracking system to ensure that all project activities, budget and indicators are monitored and reported on a regular basis.
- Ensure effective implementation of the project Monitoring, Evaluation and Learning (MEL) framework in line with approved project design, CARE standards, donor requirements and beneficiary accountability principles.
- Provide overall leadership and oversight of project monitoring, evaluation and learning processes, ensuring evidence-based decision making and adaptive project management.
- Collaborate closely with MILKA Advisor in ensuring on-going data collection, analysis, reflection, and learning throughout the project lifecycle.
- Ensure that a comprehensive MEL plan is developed and operational from project inception and is consistently applied during implementation.
- Ensure the timely preparation, quality assurance, and submission of bi-annual and annual reports, including donor reports and reporting requirement related to the MoU in line with agreed timeline and guidance from the senior program delivery manager.
- Ensure that the project has the M&E plan right from the beginning.
- Represent CARE at the District and provincial levels, in coordination with Program Advisors and other related parties.

PEOPLE & CULTURE

- Ensure that monitoring findings, lessons learned, and good practices are documented, shared with relevant stakeholders, and used to improve project implementation and future programming.

JOB RESPONSIBILITY 5: HUMAN RESOURCE MANAGEMENT

5% of time

- Build strong working relationship with team members by assessing individual strengths, and development needs and supporting staff to build their capacity accordingly.
- Support the Project Officers and other staff with supervisory responsibilities to provide constructive feedback to staff, assisting each person to work to their capacity.
- Motivate staff to always do their best and proactively encourage CARE Core Values in staff behaviours and attitudes.
- 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.
- Create a strong team environment where members respect each other's differences while working together towards the project goals.
- In close coordination with the direct line manager, responsible for the recruitment process including interview, draft JD, ensure that induction is timely and properly carried out for new staff etc.)
- Ensure effective project team structures, clarity of roles and responsibilities among the project teams.
- Accurate, constructive and timely staff performance evaluations.

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:

1. Master's Degree in Climate Change (Climate Smart Agriculture), development studies or related field.
2. At least 5 years' experience working in a development context preferably in a development and program management and skills transfer, capacity strengthening in the INGO context.
3. Extensively experience working with the Lao Civil Society Organisations including the Non-profit Associations.
4. Extensively experience in managing and leading the complex project/program including budget management.
5. Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approaches and values including ethnic diversity and cultural sensitivity.
6. Demonstrated ability to respond effectively to challenges, work effectively in a cross-functional, diverse and busy team environment with minimal supervision.
7. Sound understanding of development in the context of Lao PDR.
8. Demonstrated and relevant overseas field experience in leading program development and program planning.
9. Excellent liaison and negotiation skills including the ability to build and maintain networks and relationships
10. Sound understanding of development in the context of Lao PDR.
11. Fluent oral and written communication skills in Lao and intermediate in English.

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 will 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?

Since the position will be managing a team, partners (government and CSO) and will be co-ordinating with the Govt partner so a level of problem solving is required.

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.

PEOPLE & CULTURE

ລະດັບ <i>Level</i>	ຄຳອະທິບາຍຄວາມສາມາດດ້ນພຶດຕິກຳທົ່ວໄປ <i>General competency behavior description</i>	ການຈັດປະເພດວຽກ <i>Job Classification</i>	ຕຳແໜ່ງ/ເກດ <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: 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** 3. Inspirational
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

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.

- **PEOPLE LEADERSHIP 3. Inspirational**
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.	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

Organization Structure

