

## 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

<b>Position Title:</b> Project Coordinator/Technical Consultant for the SUPER WEE Coffee - Sustainable Production and Ethnic Responsible & Women Empowered Coffee value chains in Laos PDR	<b>Date requested:</b> As soon as possible
<b>Type of position:</b> Full time short term (4 months)	<b>Grade (for HR use only):</b> TBC
<b>Department/Project Team:</b> SuPER WEE Team <ul style="list-style-type: none"> <li>- Project team in Sekong Project field office</li> <li>- Technical Advisors in Vientiane office: Partnership, Gender, Health, Climate Change and Monitoring, Evaluation and Learning (MILKA)</li> </ul>	
<b>WORK LOCATION:</b> Dakcheung district, Sekong province - Field Office	<b>Incumbent's name (if applicable):</b>

### 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/Technical consultant ensures timely and high-quality management of the SUPER WEE Coffee Project in accordance with the project proposal, CARE policy and the government and project partners requirements along with the project team.

- **Project Implementation and Quality Assurance:** Work closely with the project team to lead the planning, implementation, and monitoring of activities related to market networking and coffee production. Most important is to ensure that the project is closing smoothly including wrapping all planned activities, final evaluation and reports (donor and MoU).
- **Coordination:** Working closely with technical partners from relevant government offices at the district and provincial level, as well as coordinating to fulfill the project objectives following the annual plan and Memorandum of Understanding (MoU)
- **Reporting:** Preparing accurate reports in a timely manner to the Project Coordinator, including monthly reports, and providing updates on the progress of activities
- **Technical Support:** Providing technical support to ensure high-quality implementation of crop and coffee activities and supporting coffee producer group members.
- **Engagement:** The role involves lengthy periods of engagement in remote villages, working extensively with less-advantaged women and poor families, and requires the development of participatory approaches to improve the sustainability of activities

- **Monitoring, Evaluation, and Learning:** Conducting project monitoring during field visits, participating in data collection for project evaluations and research, and ensuring timely submission of field reports to the Monitoring, Evaluation, and Learning Coordinator
- This position is based in Dak Cheung District, Sekong Province, and requires travel to other sites as needed.
- This position directly reports to the Provincial Manager.

### 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 IMPLEMENTATION AND MANAGEMENT:

50% of time

- **Lead the project team** in the project implementation ensuring that team carry out their duties in accordance project log frame and activities work plan and agreed methodology.
- Work closely with the project team to ensure that all planned activities are implemented meeting **at least 95%** of the plan.
- Lead the project closing including the **wrapping up all activities and final evaluation**.
- Quality Control: maintaining quality control processes to ensure that all aspects of coffee production meet the project's ethical and environmental standards, especially **the procurement**.
- Stakeholder Collaboration: Collaborating with stakeholders, including national and international technical consultants, local farmers, government agencies, and international partners, to ensure that **project activities are implemented following the plan and with broader objectives and ensure mutual benefits**.
- Capacity Building: **facilitate the technical training to local coffee producers, particularly women**, to enhance their skills in sustainable coffee cultivation and processing techniques.
- Monitoring and Evaluation: Regularly **monitoring project progress, evaluating outcomes**, and implementing necessary adjustments to improve project performance and impact.
- Reporting: **Preparing detailed reports** for the donor and government on project implementation and quality assurance activities, documenting challenges, successes, and lessons learned for continuous improvement.
- Sustainability Focus: **Promoting sustainable and environmentally friendly practices** in coffee production to mitigate the impact of climate change and ensure the long-term viability of the coffee sector in the region.
- Community Empowerment: **Empowering local communities**, especially women, by increasing their productivity and quality of coffee, thereby boosting household income and economic development.

### JOB RESPONSIBILITY 2: BUDGET AND PROCUREMENT MANAGEMENT:

40 % of time

- Responsible for project budget management long with the Provincial Manager including:
  - Ensure that expenditure is in line with approved budgets and adherence with CARE and donor financial policy and procedures.
  - Ensure that the monthly cost work-plan is followed and reviewed to achieve the **95% burning rate**.
  - Timely preparation of project advance and clearance of all the project activities.
  - Update the procurement plan and implement it accordingly.
- 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.
- Ensure close coordinate with Support Team Leader for all procurement, administration, and logistic issues.

### JOB RESPONSIBILITY 3: PARTNERSHIPS AND REPRESENTATION:

5 % of time

- 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 district level, Provincial and other International and Non-Government Organizations.
- 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 to arrange regularly 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.

### \* OTHER RESPONSIBILITIES AS ASSIGNED

5 % of time

- 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 commitment to the safeguarding policy on Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) and child protection.
- Comply with CARE Lao's financial and operational requirements, foster strong communication between operations and program 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**

- Minimum bachelor's degree in rural development management or equivalent and/or 5 years relevant work experience, preferably in **coffee value chain/ coffee marketing and skills transfer**, capacity strengthening preferably for an International Non-Government Organization (INGO).

**Desired**

- **Strong Experience in managing the EU funded project and working with multi-partnering projects.**
- Proven understanding of political and cultural dynamic in the Laos context, especially understand the context of Ethnic community in rural area in Laos.
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

**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**

- Responsible for the management of the livelihoods 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 - ***this is the leadership competence as per the Job Evaluation framework.***
- 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; and understanding of procurement process.
- Fluent oral and written communication skills in Lao and intermediate in English.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel.

### 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 must 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 must 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 a Project Coordinator there needs to a level of problem solving required in day to day operations and working with multiple stakeholders.

### 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 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	ຄໍາອະທິບາຍຄວາມສາມາດດັ່ນພົດຕື່ກໍາທົ່ວໄປ <i>General competency behavior description</i>	ການຈັດປະເພດວຽກ <i>Job Classification</i>	ຕໍ່າໝ່າງ/ເຖິງ <i>Position/Grade</i>
ລະດັບ 1	ພັ້ນຖານ: ພົດຕື່ກໍາພັ້ນຖານ. <b>Foundational:</b> Baseline behaviors.	ອົງກສະໜັບສະໜູນ <i>Support</i>	ແມ່ບ້ານ/ພະນັກງານຍາມ- Junior Officer Cleaner/Guard – Junior Officer (Grade A-C)
ລະດັບ 2	ຄວາມສາມາດ: ພົດຕື່ກໍາທີ່ສາມາດ ປະຕິບັດຕົວຈິງ. <b>Capable:</b> Practical application of the behaviors.	ອົຊາການ <i>Professional</i>	ພະນັກງານໂຄງການ-ທີ່ປຶກສາຂັ້ນອາວຸໂສ Project Officer- Senior Advisor/Manager (Grade D-H)
ລະດັບ 3	ການສ້າງແຮງບັນດານໃຈ: ເປັນແບບຢ່າງ, ປົກສອນ ແລະ ສ້າງແຮງຈູງໃຈສາທິດໃຫ້ ເຫັນພົດຕື່ກໍາ. <b>Inspirational:</b> Role models, coaches, and influences demonstration of the behaviors.	ຄຸມຄອງ <i>Managerial</i>	ຜູ້ອໍານວຍການ - ຫົວໜ້າອົງການ Director- CD (I-CD)
ລະດັບ 4	ການຫັນປັງ: ຈິນຕະນາການ ແລະ ສ້າງສັນພົດຕື່ກໍາລຸ່ມຕໍ່ໄປ. <b>Transformational:</b> Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ <i>Executive</i>	ຫົວໜ້າອົງການ CD

### A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate for 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 trust & 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 seek 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 for 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. Invest 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
Delivering Results	2. Capable
Communication	2. Capable
People leadership	2. Capable

## Organization Structure

