

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role's purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

Note: All position grades are determined by the People & Culture (HR) Team. Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Project Officer	Date requested: 07/07/2026
Position Type (FT/ part-time/ ST etc.): Project Officer	Grade (for HR use only): Click or tap here to enter text.
Division: International Program and Operations	Department: Program
Location (Country, City): Dakcheung	Incumbent's name (if applicable): Click or tap here to enter text.
Line Manager: Project Coordinator	Dotted-line Manager (if applicable): None
Travel Requirement: % of Time 100%	

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 Health Officer is responsible for field implementation of project activities in accordance with the project design and plan. He/she will work closely with the relevant government counterparts particularly the district (DHO) and provincial Health Office (PHO) and Lao Women's Union (DLWU). He/she will also collaborate with the CARE Health Manager and other technical advisors to get technical support and advice to ensure the quality of the project implementation.

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

Strategy and leadership:	30 %
<ul style="list-style-type: none"> • Contribute and support the implementation of the CARE Program strategy including the women health approach; • In cooperation with senior managers promote organisational cohesion and learning organisation through coordination and information sharing with and between all staff; and • Demonstrate a passion and commitment to CARE's approach and values including gender equality, ethnic diversity and cultural sensitivity. 	

JOB RESPONSIBILITY 2

Project Implementation and quality assurance:	30 %
<ul style="list-style-type: none"> • With the support from the Project Coordinator, responsible of planning, implementing and monitoring activities and reporting of project activities; • Support the Project Coordinator to develop yearly and monthly work plan and monthly forecast for RMNCH project ensuring that work plan and activities implementation is in line with the project Log frame and program/project objectives; • Responsible to prepare the accurate activity report in a timely manner to the Project Coordinator (including monthly report) as well as provide oral and written reports on progress of the activities – as contribution to internal and external reports– if it is requested; • Works closely with provincial and district health offices and Lao Women's Union and other relevant staff assigned to the project; • Together with provincial and district health offices and Lao Women's Union and project team, contribute to community capacity development/training; • Support and help facilitate nutrition related training; • Keep regularly informed line manager (Project Coordinator) on the activities, problems faced during the implementations and share accurate information and updating during weekly/monthly meeting and other relevant meeting; • Ensure that data records, documents/forms used in soft copy and hard copies are filled properly and timely by the team; • Liaise with Admin, Finance, and Logistics staff for organising and planning of assistance delivery following the procurement requirements; • Assist and provide support the team and government counterpart in delivering the training; • Implement activities such as arranging and facilitating community meetings and participate in trainings; • Organise and facilitate community meetings in agreement with village head and village residents and other participants; 	

JOB RESPONSIBILITY 3

Monitoring Evaluation and Learning:	20 % of time %
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- Give input on how to improve the project based on lessons learned, best practices, technical advances;
- Join implementation of all monitoring and evaluation activities;
- Identify training needs for staff and counterparts;
- Participate in regular reflection, learning and reporting workshops with the project team as required;
- Provide required inputs (data and information) for reports and case studies that illustrate project progress.
- Support for monitoring change at community level;
- Contribute to continuously improving the quality of activities through leading on joint reflection
- Coordinate work plans and implementation schedule with local authorities, especially the provincial and district health offices and Lao Women's Union;
- Entering data into the Activity Tracking System;
- Actively implement agreed technical approaches and provide feedback on these and contribute to regular monitoring, particularly Gender equality:
 - Understand key gender equality concepts and CARE approaches;
 - Ability to facilitate action and reflection at community level to empower women and reflect on.

JOB RESPONSIBILITY 4

Strengthen capacity and coordination:	10 %
<ul style="list-style-type: none"> • Actively participate in district and provincial level coordination meetings; • Support relevant training events for GOL district counterparts (DHO) and LWU; • Manage day-to-day relationship with District and Provincial authorities on nutrition related issues; • Coordination with village heads in a timely manner; • Arrange field logistics as required; • Coordinate with Government of Laos (GOL) counterparts; • Prepare timely documentation of the meetings and trainings of communities; • Provide input and recommendation for improving the performance of the team; • Communicate observations and significance of health issues at the community level to the line manager; • Report Participants' progress key issues and lessons learnt to line manager; and • Attend regular team coordination meetings as required. 	

JOB RESPONSIBILITY 5

Administration and finance	5 %
<ul style="list-style-type: none"> • Following all appropriate safety and security policies and for administration related to documenting work; • Maintain good inter-team communications, contribute to good team dynamics, and report any problems to supervisor; • Ensure that appropriate administrative, financial, and logistical systems/procedures are adhered to and proper coordination is made to function effectively; • Report timely on any concerns on these procedure to PM; • Providing financial education to participants and GOL partners; • Assist to ensure that assets are protected and maintained, and guide Participants on increasing the value of their enterprises; and • Any other relevant responsibility requested by line management and teamwork. 	

OTHER RESPONSIBILITIES AS ASSIGNED Insert % 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 Safe guarding policy (Protection from Sexual Harassment, Exploitation and Abuse);
- 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.

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Click or tap here to enter text. Be sure to add standard responsibilities on Safeguarding and Safety and Security as per role.

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 public health or related rural development domains, and/or least 3 years relevant work experience, preferably in community development activities and skills transfer;
- Familiarity with MNCH program;
- Proven understanding of remote rural ethnic context in Lao PDR, preferably on nutrition related behavioural changes;
- Understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Constructive attitude towards problem solving, planning, analytical and influencing skills;
- Ability to work in remote rural environment with frequent missions at village level;
- Understanding of working with an International Non-Government Organisation (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities;
- Ability to manage a budget and/or cash;

Desired

Click or tap here to enter text.

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

Desired

Click or tap here to enter text.

Problem Solving

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

Level 1: What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis
Level 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.
Level 3: Why things are done is known, but what has to be done and how to do it are not defined. Situations 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?

To replace an employee who has resigned

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. Click [HERE](#) for guidance on CARE's Job Classification System.

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

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. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING Choose Level**

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

- **INCLUSION Choose Level**

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 Choose Level**

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

- **DELIVERING RESULTS Choose Level**

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

- **COMMUNICATION Choose Level**

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. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **STRATEGIC LEADERSHIP & EXECUTION Choose Level**

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 Choose Level**

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

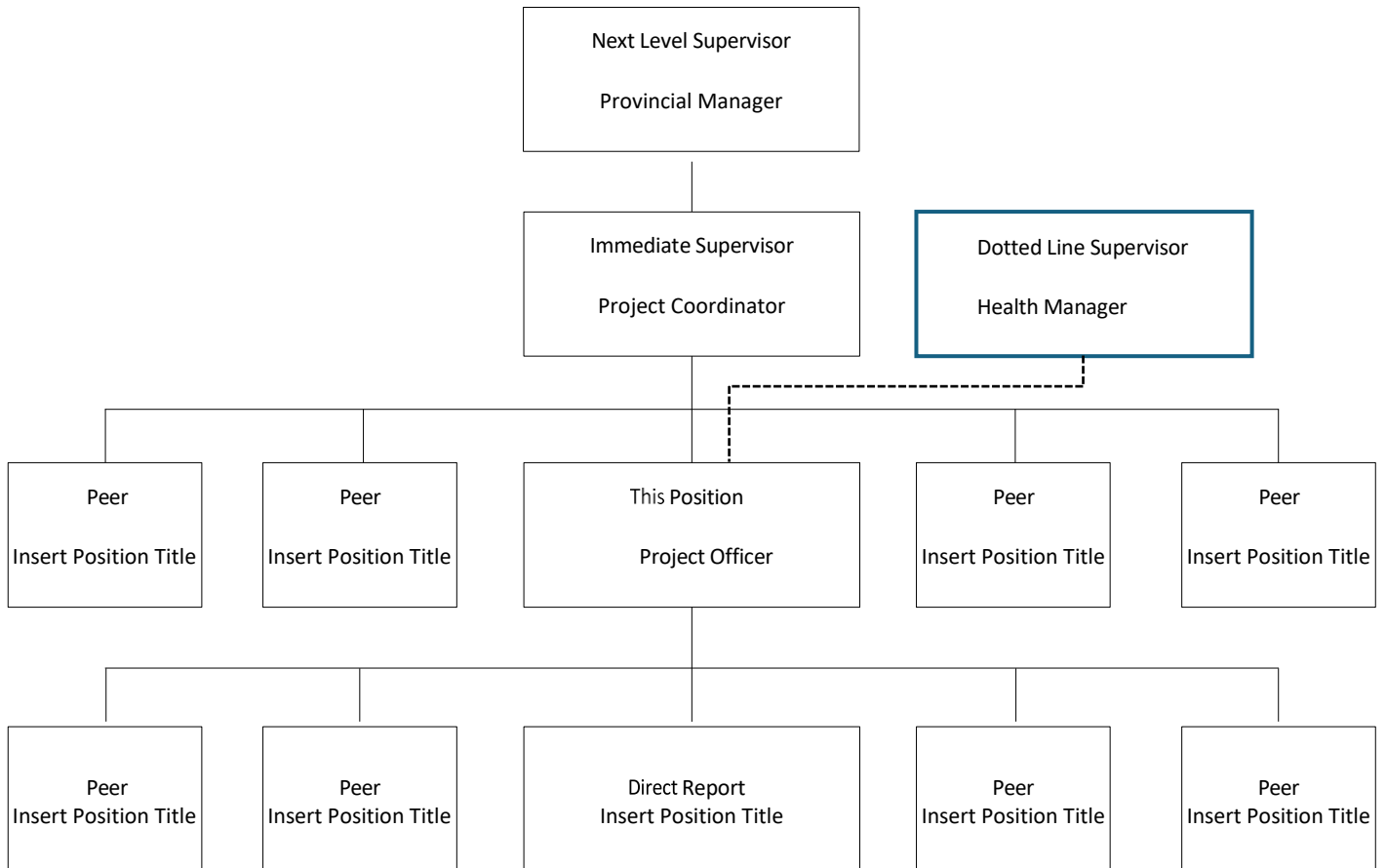
C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE's Competency Library 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 employee to succeed in their role. This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

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Competencies	Proficiency Level
Click or tap here to enter text.	Choose Level
Click or tap here to enter text.	Choose Level
Click or tap here to enter text.	Choose Level

Organization



Sign-off

Employee Name:

Employee Signature:

Date:

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Manager Name:

Manager Signature:

Date:

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