

ລາຍລະອຽດໜ້າທີ່ຄວາມຮັບຜິດຊອບ

Job Description

ແບບຟອມນີ້ຊ່ວຍໃຫ້ພວກເຮົາສາມາດປະກາດຕຳແໜ່ງຂອງທ່ານຢູ່ເວັບໄຊພາຍນອກໄດ້ຢ່າງຖືກຕ້ອງ. ຂໍ້ມູນທີ່ສະໜອງໃຫ້ຢູ່ນີ້ຈະໄດ້ປະກາດໃນການຮັບສະໝັກວຽກ. ກະລຸນາຢ່າໃຊ້ຄຳຫຍໍ້ ຫຼື ຄຳສັບວິຊາການທີ່ເຂົ້າໃຈຍາກ. ໃຫ້ທ່ານຄຳຕອບຕໍ່ກັບຄຳຖາມເປີດທີ່ລະບຸໄວ້ໃນເອກກະສານນີ້ໃຫ້ຊັດເຈນ ແລະ ຈະແຈ້ງ. ການສ້າງແບບຟອມນີ້ ແບບບໍ່ຄົບຖ້ວນຈະເຮັດໃຫ້ເກີດຄວາມລ້າຊ້າໃນການປະກາດ. ເມື່ອປະກອບແບບຟອມນີ້ສຳເລັດແລ້ວ, ກະລຸນາສົ່ງໃຫ້ໜ່ວຍງານບຸກຄະລາກອນຂອງອົງການແຄຣ໌ລາວ.

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.

ຂໍ້ມູນກ່ຽວກັບຕຳແໜ່ງ Position Information

ຊື່ຕຳແໜ່ງ: ພະນັກງານວິຊາການ Position Title: Project Officer	ວັນທີ: Date requested
ປະເພດຂອງຕຳແໜ່ງ: ພະນັກງານວິຊາການ Type of position: Project Officer	ລະດັບ (ສຳລັບHRເທົ່ານັ້ນ): Grade (for HR use only)
ພະແນກ/ທີມງານໂຄງການ: ທີມງານໂຄງການ We-ACT2 Department/Project Team: Empowering Communities through Participatory Climate Actions Phase II (We-Act2).	
ບ່ອນປະຈຳການ: ເມືອງລອງ, ແຂວງຫຼວງນ້ຳທາ Duty Station: Long District, Luangnamtha Province	ຊື່ຂອງຜູ້ຮັບຕຳແໜ່ງ (ຖ້າມີ): No Incumbent's name (if applicable)

ລາຍລະອຽດໜ້າວຽກ

ໃຫ້ລະບຸຈຸດປະສົງ ຫຼື ເປົ້າໝາຍລວມຂອງຕຳແໜ່ງບໍ່ເກີນ 1,000 ຄຳສັບ ຫຼື ໜ້ອຍກວ່າ, ໂດຍເນັ້ນໃສ່ໜ້າທີ່ຮັບຜິດຊອບໂດຍລວມຂອງຕຳແໜ່ງດັ່ງກ່າວ ແລະ ຊີ້ແຈງຄວາມຄາດຫວັງຕ່າງໆ ທີ່ຕຳແໜ່ງດັ່ງກ່າວນີ້ຕ້ອງປະຕິບັດໃຫ້ສຳເລັດ. ພາກນີ້ຈະອອກປະກາດຢູ່ໃນເວັບໄຊພາຍນອກເວລາປະກາດຮັບສະໝັກພະນັກງານ.

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.

This position will work closely with the project manager and relevant government partners to implement the We-ACT2 project activities promoting climate resilience and livelihood activities including:

- Lead the community assessment using the Gender sensitive Community Vulnerability and Capacity Assessment (GCVCA) and Community Adaptation Action Plan (CAAP);
- Work together with the CSO partners to carry out the project activities;
- Work closely with the government partners to ensure that the project activities are implemented smoothly.

In addition, this role is also responsible the project monitoring and evaluation by working closely with CARE MEAL team from the CARE head office in Vientiane to make sure that the project has its M&E plan and it is implemented effectively.

This role is based in Long district, Luangnamtha Province and extensively travel to the project target villages.

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ຄວາມຮັບຜິດຊອບ ແລະໜ້າວຽກ

ອະທິບາຍຄວາມຮັບຜິດຊອບຕົ້ນຕໍ, ວຽກງານສໍາຄັນ ແລະຜົນໄດ້ຮັບສຸດທ້າຍທີ່ຕໍາແໜ່ງດັ່ງກ່າວຮັບຜິດຊອບ. ກະລຸນາໃສ່ເຫດຜົນວ່າເປັນຫຍັງຈຶ່ງຕ້ອງປະຕິບັດໜ້າວຽກດັ່ງກ່າວ ແລະ ຜົນກະທົບ/ຜົນໄດ້ຮັບທີ່ມີຕໍ່ທີມງານ ຫຼື ອົງການ. ໃຫ້ຂຽນຄວາມຮັບຜິດຊອບຕາມລຳດັບຄວາມສໍາຄັນ ແລະ ລະບຸອັດຕາສ່ວນທີ່ຄາດຄະເນຂອງເວລາທີ່ຝະນັກງານຄວນໃຊ້ໃນຄວາມຮັບຜິດຊອບນັ້ນ ຂອງແຕ່ລະປີນັ້ນໆ.

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.

*ຄວາມຮັບຜິດຊອບ 1:

PROGRAM DEVELOPMENT, IMPLEMENTATION AND QUALITY ASSURANCE

JOB RESPONSIBILITY 1:

MAIN RESPONSIBILITIES:

STRATEGY AND LEADERSHIP:

- Actively contribute to CARE Laos strategic direction setting and organisational development as a member of CARE Laos;
- 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 and inspire leadership on these issues through the CARE Laos team.

PROJECT DEVELOPMENT:

- Contribute the development and review of the project design including analysis, theory of change, developing project concepts and sourcing funding and partnership opportunities; and
- Keep informed of key trends and best practice related to the CARE Laos program priority.

PROJECT IMPLEMENTATION AND QUALITY ASSURANCE:

- Implementing project activities following the project work plans at field level;
- Support the project NPA partners (RDA and SAEDA) in all aspects relevant to project planning and implementation;
- Implement activities such as arranging and facilitating community meetings and participate in trainings;
- Organise and facilitate community meetings in agreement with village head (Nai Ban) and village residents and other participants;
- Accompany Participants in the purchase and investment in income generating assets, for example equipment or agriculture input purchase;

40%

ໃຊ້ເວລາຈັກ%

%of time

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- Provide technical inputs on climate change information services, establish farmer field school and agriculture practicing bringing in best practices and ensuring adoption throughout the project activities.
- reduce poor ethnic minority household vulnerability and food insecurity linked to the effects of drought through reducing household reliance on drought vulnerable upland rainfed rice production. This will be achieved through:
 - Increasing awareness of weather events and availability of information, including dynamic crop calendars to improve crop planning.
 - Promotion of drought tolerant upland crops including locally exotic tree species as well as currently used tree and field crops for food and/or income. Exotic tree types will be introduced on a trial basis.
 - Supporting small scale bee keeping systems for cash income.
 - Supporting the creation of micro-paddy for rice production that is less vulnerable to drought.
 - Establishing and supporting Farmer Learning Networks to facilitate farmer-to-farmer learning; promoting farmer field schools on drought resilient crops and facilitating drought resilient seed exchange.
 - Work with women and men to Increase gender equity and reduce women's labour burden and increase their power in household decision making.

*ຄວາມຮັບຜິດຊອບ 2:

JOB RESPONSIBILITY 2:

BUDGET MANAGEMENT

- 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 Project Manager;
- 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.
- Any other relevant responsibility requested by line management and team work.

20%

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%of time

*ຄວາມຮັບຜິດຊອບ 3:

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JOB RESPONSIBILITY 3:

MONITORING EVALUATION AND LEARNING

- Support for monitoring change at community level;
- Entering data into the Activity Tracking System.

- Acquire knowledge on the key area of the project to which is assigned for quality field implementation;
- Actively implement agreed technical approaches and provide feedback on these and contribute to regular monitoring:
 - 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
 - Climate Change: Understand key impacts of GCVCA at community level and support community to analyze these and take action, support implementation of climate adaptation techniques, support generation of knowledge on CC adaptation planning at community level, support women's voice in adaptation planning
- Contribute to annual, monthly and weekly planning as well as to regular reflection and monitoring within the project team and as program team;
- Under supervision of the Line Manager, participate in monitoring and evaluation activities;

20%

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%of time

*ຄວາມຮັບຜິດຊອບ 4:

JOB RESPONSIBILITY 4:

STRENGTHEN CAPACITY AND COORDINATION:

- Coordination with village heads and farmer groups of visits in a timely manner;
- Arrange field logistics as required;
- Coordinate with Government of Laos (GoL) counterparts; Work closely with other teams and government officials;
- Coordinate all activities with the Project Manager;

- 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 household issues to the line manager,
- Report Participants' progress key issues and lessons learnt to line manager,
- Report back on village meetings, decisions taken and questions needing clarification from

15%

ໃຊ້ເວລາຈັກ%

%of time

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JOB RESPONSIBILITY

ໃຊ້ເວລາຈັກ%

%of time

***ຄວາມຮັບຜິດຊອບອື່ນໆຕາມການມອບໝາຍ 5% ຂອງເວລາ**

OTHER RESPONSIBILITIES AS ASSIGNED 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 meetings, 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
- 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.

5%

ໃຊ້ເວລາຈັກ%

%of time

ຈຸດທີ (ຮູ້ວິທີເຮັດແນວໃດ)

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ລະບຸລະດັບການສຶກສາ, ປະສົບການ ແລະ ທັກສະ ຂັ້ນຕໍ່າສຸດທີ່ຈຳເປັນເພື່ອໃຫ້ເໝາະສົມສຳລັບຕຳແໜ່ງດັ່ງກ່າວ ແລະ ປະຕິບັດໜ້າທີ່ວຽກງານຕາມຄວາມຄາດຫວັງຂອງອົງການ. ນອກຈາກນີ້ຄວນລະບຸ ລະດັບການສຶກສາ, ປະສົບການ, ແລະ ທັກສະ ອື່ນໆທີ່ມີຖ້າຫາກມີ.

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.

ຍົກຕົວຢ່າງການສຶກສາ/ການຝຶກອົບຮົມ

ຕົວຢ່າງ: ຈົບມັດທະຍົມ, ຈົບຊັ້ນສູງຈາກວິທະຍາໄລ (ລະບຸສາຂາຮຽນຫຼັກ/ສຳຮອງ); ຈົບວິຊາສະເພາະ (ເຊັ່ນ: ບັນຊີ). ສາມາດຂຽນປະກອບປະໂຫຍກດັ່ງຕໍ່ໄປນີ້ຖ້າເປັນໄປໄດ້ເຊັ່ນ: " ຫຼື ທຽບເທົ່າ ແບບປະສົມປະສານຈາກການມີລະດັບການສຶກສາ ແລະ ປະສົບການການເຮັດວຽກຕົວຈິງໃນດ້ານນັ້ນໆໄປພ້ອມກັນ"

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."

ອຸດທິທີ່ຈຳເປັນ Required

- Minimum Bachelor Degree in agriculture or other related fields

ລະດັບການສຶກສາ, ປະສົບການ ແລະ ທັກສະອື່ນໆທີ່ມີຖ້າຫາກມີ Desired

- Minimum **4 years'** experience relevant work experience in agriculture promotion, preferably with an International Non-Government Organisation (INGO) and/or private company and/or community language abilities;

ປະສົບການ/ທັກສະດ້ານວິຊາການ

ຈຳນວນເດືອນ/ປີຂອງປະສົບການທາງອາຊີບທີ່ຜ່ານມາໃນຕຳແໜ່ງທີ່ຄ້າຍຄືກັນ. ຕົວຢ່າງ: ພາສາ; ການວາງແຜນ; ງົບປະມານ; ການບັນຊີພື້ນຖານ; ທັກສະການນຳສະເໜີ; ການລະດົມທຶນ; ການຝຶກອົບຮົມ/ການອຳນວຍຄວາມສະດວກ, ແລະອື່ນໆ.

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.

ປະສົບການ/ທັກສະດ້ານວິຊາການທີ່ຈຳເປັນ Required

- At least 3 years experience work with ethnic women/ ethnic farmer.
- Fluent oral and written communication skills in Lao, knowledge of local ethnic language highly desired.
- Know khmu and Akha ethnic language at basic level
- Basic skills in Microsoft Office with knowledge in Microsoft Word, Excel and PowerPoint.

ປະສົບການ/ທັກສະດ້ານວິຊາການອື່ນໆທີ່ມີຖ້າຫາກມີ Desired

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ການແກ້ໄຂບັນຫາ

ໃຫ້ເລືອກໃສ່ແຕ່ລະລະດັບ (1, 2 ຫຼື 3) ຂ້າງລຸ່ມນີ້ເພື່ອຊີ້ບອກວ່າການແກ້ໄຂບັນຫາຕໍາແໜ່ງນີ້ຈະປະເຊີນໃນລະດັບໃດ.

Problem Solving

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

ເລືອກລະດັບ **Select Level:**

☐ 1. ສິ່ງທີ່ຕ້ອງເຮັດ ແລະ ວິທີການແກ້ໄຂບັນຫາແນວໃດ ແມ່ນໄດ້ມີການກຳນົດໃຫ້ຢ່າງຈະແຈ້ງ ແລະ ຜູ້ທີ່ປະເຊີນໜ້າຢ່າງເປັນປະຈຳກັບບັນຫາ ຫຼື ບັນຫາທີ່ຄ້າຍຄືກັນ.

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. ສິ່ງທີ່ຕ້ອງເຮັດແມ່ນເປັນທີ່ຮູ້ຈັກ ແຕ່ວິທີການດຳເນີນການເຮັດແນວໃດນັ້ນແມ່ນບໍ່ໄດ້ມີການກຳນົດ. ຜູ້ທີ່ປະເຊີນໜ້າຕ້ອງໃຊ້ທັກສະກະຕຽງຈາກການທີ່ໄດ້ຮັບຂໍ້ມູນທີ່ຮູ້ສ່ວນໃດສ່ວນນຶ່ງ ແລະ ເລືອກກິນລະຍຸດທີ່ເໝາະສົມເພື່ອແກ້ໄຂບັນຫານັ້ນ.

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. ສາມາດວິເຄາະວ່າ ເປັນຫຍັງສິ່ງທີ່ກະທຳໄປແລ້ວແມ່ນເປັນທີ່ຮູ້ຈັກກັນ, ແຕ່ສິ່ງທີ່ຕ້ອງເຮັດ ແລະ ເຮັດແນວໃດແມ່ນບໍ່ໄດ້ມີການກຳນົດ. : ສະຖານະການແມ່ນມີການປ່ຽນແປງ ແລະ ການຕອບໂຕ້ຂອງຜູ້ປະເຊີນໜ້າຈະກ່ຽວຂ້ອງກັບການວິເຄາະ, ການກຳນົດບັນຫາ, ເລືອກຕ່າງໆ, ແລະ ສະເໜີຂໍ້ແນະນຳ. ຜູ້ກ່ຽວຈະປະເຊີນໜ້າ ແລະ ແກ້ໄຂບັນຫາທີ່ບໍ່ເກີດຂຶ້ນເລື້ອຍໆ.

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.

ເປັນຫຍັງຕຳແໜ່ງດັ່ງກ່າວນີ້ຈຶ່ງເໝາະສົມກັບຢູ່ໃນລະດັບນີ້? Why does the position fall into this category?

This position is project officer, must be respond for project planning, implementing the plan, monitoring and evaluating. Also coordinated with public sector partners and associations.

ຄວາມສາມາດຫຼັກດ້ານການປະພຶດ

ອົງການແຄຣ໌ ມີ 5 ຄວາມສາມາດຫຼັກທີ່ຄາດວ່າພະນັກງານທຸກຄົນຈະປະຕິບັດ ແລະ ມີ 2 ຄວາມສາມາດຂອງການເປັນຜູ້ນຳທີ່ຄາດຫວັງວ່າຈະຢູ່ໃນຕຳແໜ່ງທີ່ຄຸ້ມຄອງທີມ ແລະ ຕຳແໜ່ງທີ່ເປັນຜູ້ນຳ.

ລະດັບຄວາມສາມາດຈະກຳນົດໄດ້ແມ່ນ ລະດັບຄວາມສາມາດທີ່ພະນັກງານຜູ້ນຶ່ງສະແດງອອກ ຜ່ານພຶດຕິກຳທີ່ສັງເກດໄດ້ຈາກການປະຕິບັດໜ້າທີ່ວຽກງານທີ່ໄດ້ຮັບມອບໝາຍໃຫ້.

ຕາຕະລາງຂ້າງລຸ່ມນີ້ແມ່ນໃຫ້ຄຳແນະນຳໃນເວລາກຳນົດລະດັບຄວາມສາມາດທີ່ເໝາະສົມກັບແຕ່ລະວຽກ ຫລື ແຕ່ລະຕຳແໜ່ງ/ເນື້ອ. ຄຳແນະນຳນີ້ຄວນຈະຖືກນຳໃຊ້ເປັນຈຸດເລີ່ມຕົ້ນ.

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.

PEOPLE & CULTURE

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point.

ລະດັບ <i>Level</i>	ຄຳອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ <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: ຈົນຕະນາການ ແລະ ສ້າງສັນພຶດຕິກຳລຸ້ນຕໍ່ໄປ. Transformational: Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ Executive	ຫົວໜ້າອົງການ CD

A. ຄວາມສາມາດຫຼັກດ້ານການປະພຶດ

ກະລຸນາລະບຸ ລະດັບຄວາມສາມາດຫຼັກດ້ານການປະພຶດ ທີ່ທ່ານຄາດຫວັງວ່າຕຳແໜ່ງໃດນຶ່ງຈະຕ້ອງປະຕິບັດ. ນີ້ອາດຈະມີນຳໃຊ້ໃນການສົນທະນາປະເມີນຜົນພະນັກງານ ແລະ ເປັນຄຳແນະນຳສຳລັບການພັດທະນາຂອງພະນັກງານ.

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.

- ການສ້າງສາຍສຳພັນ: 2. ຄວາມສາມາດ Capable

ພັດທະນາຄວາມໄວ້ວາງໃຈ & ຄວາມສຳພັນທາງວິຊາຊີບ ພາຍໃນ ແລະ ພາຍນອກ. ຈຸດປະສົງເພື່ອພັດທະນາເຄືອຂ່າຍເພື່ອສ້າງຄຸນຄ່າໂດຍຜ່ານການຮ່ວມມື

RELATIONSHIP BUILDING

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

- ການມີສ່ວນຮ່ວມ: 2. ຄວາມສາມາດ Capable

ປະກອບສ່ວນເຂົ້າໃນສະພາບແວດລ້ອມທີ່ພະນັກງານທຸກຄົນມີຄວາມຮູ້ສຶກເປັນເຈົ້າການ, ມີຄຸນຄ່າທີ່ມີຄວາມແຕກຕ່າງ ແລະ ສ້າງຄວາມເຂັ້ມແຂງໃນການມີສ່ວນຮ່ວມ ແລະ ປະກອບສ່ວນຢ່າງມີສິດເສລີພາບ.

INCLUSION

Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

- ການຮຽນຮູ້ແບບຄ່ອງແຄ້ວ: 2. ຄວາມສາມາດ Capable

ສືບຕໍ່ຊອກຫາໂອກາດທີ່ຈະຮຽນຮູ້, ທົບທວນວິທີການທີ່ຜ່ານມາໃນສະພາບແວດລ້ອມໃນປະຈຸບັນ, ເປັນເຈົ້າຂອງການພັດທະນາຕົວເອງ ແລະ ຮຽນຮູ້ຈາກຄວາມລົ້ມເຫລວ.

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DYNAMIC LEARNING MINDSET

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

- ການປະຕິບັດຕາມເປົ້າໝາຍທີ່ວາງໄວ້: 3. ແຮງບັນດານໃຈ Inspirational

ລົງທຶນເວລາໃນການວາງແຜນເພື່ອບັນລຸເປົ້າໝາຍ ພ້ອມທັງບັນລຸມາດຕະຖານຄຸນນະພາບ & ສະແດງໃຫ້ເຫັນຄວາມມຸ່ງໝັ້ນ.

DELIVERING RESULTS

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

- ການສື່ສານ: 2. ຄວາມສາມາດ Capable

ພົວພັນກັບຜູ້ອື່ນຢ່າງມີປະສິດຕິຜົນ ແລະ ເຫມາະສົມເພື່ອສ້າງສາຍສຳພັນ, ການຊວນເຊື່ອ, ແລະ ແລກປ່ຽນຄວາມຄິດ. ໃຊ້ວິທີການທີ່ເໝາະສົມກັບສະພາບການ ແລະ ວັດທະນະທຳ ທີ່ແຕກຕ່າງກັນ.

COMMUNICATION

Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. ຄວາມສາມາດໃນການນຳພາ

ຖ້າຫາກໜ້າວຽກຂອງຕຳແໜ່ງນີ້ຕ້ອງຄຸ້ມຄອງທີມງານໂດຍກົງ, ກະລຸນາລະບຸລະດັບຄວາມສາມາດທີ່ທ່ານຄາດຫວັງວ່າຕຳແໜ່ງນີ້ຈະຕ້ອງສະແດງໃຫ້ເຫັນເຖິງຄວາມສາມາດຂອງການນຳພາແຕ່ລະລະດັບ. ອາດຈະມີນຳໃຊ້ໃນການສົນທະນາປະເມີນຜົນຜະນັກງານ ແລະ ເປັນຄຳແນະນຳສຳລັບການພັດທະນາຂອງຜະນັກງານ.

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.

- ການນຳພາດ້ານຍຸດທະສາດ ແລະ ການດຳເນີນການ: 2. ຄວາມສາມາດ Capable

ໃຊ້ວິໄສທັດກ້ວາງ ເພື່ອແກ້ໄຂສະຖານະການໃນທັນທີ. ລົງທຶນເວລາໃນການວາງແຜນ, ການຄົ້ນຫາ, ແລະ ການທົບທວນ. ຮັບປະກັນເປົ້າໝາຍທີ່ວາງໄວ້ໃຫ້ບັນລຸໂດຍການປະຕິບັດ, ຕິດຕາມ, ແລະ ປັບປຸງ.

Strategic Leadership & Execution

Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

- ການນຳພາຄົນ: 2. ຄວາມສາມາດ Capable

ສ້າງແຮງບັນດານໃຈ ແລະ ຈຸດໃຈ ສ້າງຄວາມເຂັ້ມແຂງຂອງຜູ້ອື່ນເພື່ອບັນລຸເປົ້າໝາຍຂອງອົງການ. ຝຶກສອນ, ໃຫ້ຄຳປຶກສາ ແລະ ຄຸ້ມຄອງປະສົບການ ແລະ ການປະຕິບັດວຽກງານຂອງຜະນັກງານ ສ້າງໂອກາດ ໃຫ້ຜູ້ອື່ນໄດ້ນຳພາວຽກງານ.

PEOPLE LEADERSHIP

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

C. ຄວາມສາມາດທາງດ້ານເຕັກນິກ

PEOPLE & CULTURE

ເລືອກ 3 ຄວາມສາມາດດ້ານເຕັກນິກສູງສຸດທີ່ມີຕໍາແໜ່ງນີ້ຕ້ອງມີບົດບາດສະແດງໃຫ້ເຫັນເພື່ອສ້າງຜົນກະທົບທີ່ຕ້ອງການ. ມີຫຼາຍຄວາມສາມາດດ້ານເຕັກນິກທີ່ອາດຈະເໝາະສົມສໍາລັບຕໍາແໜ່ງນີ້, ແຕ່ເຖິງຢ່າງໃດກໍຕາມ, ກະລຸນາຄິດເອົາຄວາມສາມາດດ້ານເຕັກນິກທີ່ຈໍາເປັນທີ່ສຸດສໍາລັບຕໍາແໜ່ງດັ່ງກ່າວ. ອາດຈະມີນໍາໃຊ້ໃນການສົນທະນາປະເມີນຜົນຜະນັກງານ ແລະ ເປັນຄໍາແນະນໍາສໍາລັບການພັດທະນາຂອງຜະນັກງານ.

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.

A. ຄວາມສາມາດທາງດ້ານການປະພຶດ Competencies	ລະດັບຄວາມສາມາດ Proficiency Level
ການສ້າງສາຍສໍາພັນ	2. ຄວາມສາມາດ Capable
ການມີສ່ວນຮ່ວມ	2. ຄວາມສາມາດ Capable
ການຮຽນຮູ້ແບບຄ່ອງແຄ້ວ	2. ຄວາມສາມາດ Capable
ການປະຕິບັດຕາມເປົ້າໝາຍທີ່ວາງໄວ້	3. ແຮງບັນດານໃຈ Inspirational
ການສື່ສານ	2. ຄວາມສາມາດ Capable
B. ຄວາມສາມາດໃນການນໍາພາ	2. ຄວາມສາມາດ Capable
ການນໍາພາດ້ານຍຸດທະສາດ ແລະ ການດໍາເນີນການ	2. ຄວາມສາມາດ Capable
ການນໍາພາຄົນ	2. ຄວາມສາມາດ Capable
C. ຄວາມສາມາດທາງດ້ານເຕັກນິກ	2. ຄວາມສາມາດ Capable

ໂຄງຮ່າງການຈັດຕັ້ງຂອງອົງການ Organization Structure

