

Job Description

Position Information

Position Title: Project Coordinator – Community FireWatch (1 position)	Date requested: October 2026
Type of position: Coordinator	Grade (for HR use only):
Department/Project Team: Community FireWatch project	
WORK LOCATION: Luang Prabang City, Luang Prabang Province (with frequent travel to Chomphet District and target villages)	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 6 provinces: Vientiane Capital, Phongsaly, Luang Namtha and Luangphrabang, Salavan and Sekong.

Forest fires are a growing threat to forests, livelihoods and climate resilience in northern Lao PDR, driven by climate change and by the use of fire in swidden (slash-and-burn) agriculture. In Chomphet District, Luang Prabang Province, a mountainous district of 69 villages where Lao, Khmu and Hmong communities depend on upland farming and forest resources, 530 satellite (VIIRS) fire alerts were recorded between October 2021 and October 2024.

To address these challenges, CARE International in Lao PDR is implementing the Community FireWatch: Protecting Laos' Forests project (1 January 2025 – 31 December 2027), funded by the Ministry of Environment, Climate and Biodiversity (MECB) of Luxembourg through CARE Luxembourg. Working with Village Forest Fire Committees (FFCs) in at least eight Hmong, Khmu and Lao villages, the project aims to: (1) increase understanding of indigenous technical knowledge for low-risk fire management in swidden systems, through action research with Souphanouvong University and youth-led awareness campaigns; (2) increase women's influence in household and community decisions on wildfire prevention and response; and (3) strengthen community resilience to climate change and forest fires through FFC training, fire kits and micro-projects that reduce swidden agriculture and prevent fire spread, with a target of reducing forest fires in Chomphet District by 15%. The project is implemented with the Provincial and District Agriculture and Environment Offices (PAEO and DAEO, formerly PAFO and DAFO), Souphanouvong University and the civil society partner ARMI.

Job Summary

PURPOSE OF THE POSITION:

The Project Coordinator will lead the day-to-day planning, implementation and monitoring of Community FireWatch activities in Chomphet District, Luang Prabang Province. Working closely with DAEO Chomphet, PAEO Luang Prabang, Souphanouvong University, ARMI, village authorities and Forest Fire Committees, the Project Coordinator makes sure that the action research, gender-responsive fire management training, FFC capacity building, awareness campaigns and community micro-projects are delivered on time, to good quality, and in a way that communities and local government can sustain after the project ends.

The position covers the main aspects of field-level project management, including technical quality, partner and government coordination, work planning, budget monitoring, monitoring and evaluation, reporting and safeguarding.

The Project Coordinator will also make sure that project data, including the IPTT, KAP surveys and forest fire incident records, are accurate and used for learning and decision-making.

This position reports directly to the Senior Program Delivery Manager (SPDM) and will receive technical and project management support from CARE's national and international technical advisors.

This position is based in Luang Prabang City, with frequent travel to Chomphet District and the target villages, and periodic travel to Vientiane Capital. The position runs until the end of the project on **31 December 2027**.

JOB RESPONSIBILITY 1: PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE

70% of time

- **Oversee the technical field implementation of Community FireWatch to ensure that activities are carried out in line with donor, CARE and project requirements, with a focus on community ownership and sustainability:**
 - Coordinate the action research on gender-responsive swidden fire management and indigenous technical knowledge (ITK) with Souphanouvong University, including village selection, field data collection, community validation and sharing of findings.
 - Organize and facilitate the Gender-Responsive Swidden Fire Management training and safeguarding training for FFCs, making sure that women take part in, and influence, decisions on fire prevention and response.
 - Support the set-up and strengthening of Forest Fire Committees in at least eight target villages, including task-specific training, distribution and management of fire kits, village fire management plans and rules, and fire watch and early warning arrangements linked to DAEO.
 - Coordinate youth-led awareness campaigns on forest fire prevention with Souphanouvong University, ARMI, schools and village authorities ahead of each dry and fire season.
 - Work with ARMI and village authorities to select, implement and follow up community micro-projects that reduce swidden agriculture and prevent fire spread, such as agroforestry, firebreaks and alternative livelihoods.
 - Apply relevant tools and lessons from CARE's SGDM and ACIS4 projects, such as Farmer Learning Networks, participatory forest zoning and Gender Equality in Relationships (GER) approaches, adapted to the upland swidden context of Chomphet.

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- **Operational lead on the planning, monitoring and reporting of all field activities needed to achieve project results, with guidance from the SPDM and technical support from the technical advisors, to:**
 - Organize and oversee monthly, quarterly and annual work planning with DAEO, partners and target villages, timed around the annual dry and fire season.
 - Monitor budgeting, procurement and cash administration for field activities, in coordination with the SPDM and the finance team, and in line with CARE and donor guidelines.
 - Prepare reports on project implementation, results and lessons learned, and present them at district and provincial coordination meetings.
 - Oversee all administrative procedures to ensure proper documentation, safety and security for all project activities.
- **Support data management, monitoring and quality assurance to:**
 - Collect, check and update monitoring data against the project IPTT and logframe, including data disaggregated by sex and ethnicity, and support the baseline and endline KAP surveys.
 - Work with DAEO and PAEO to track forest fire incidents and burned area in Chomphet District, using government records and satellite fire alerts, to measure progress towards the 15% fire reduction target.
 - Conduct regular field monitoring and support visits to FFCs, partners and micro-projects, and document achievements, case studies, lessons learned and evidence for the final evaluation.
- **Strengthen safeguarding, accountability and administration to:**
 - Roll out CARE's Feedback and Accountability Mechanism (FAM) in target villages, using Lao, Hmong and Khmu languages where needed, and make sure that feedback is followed up.
 - Conduct orientations and ensure strict adherence to Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), child safeguarding and anti-fraud policies by staff, partners, volunteers and students involved in project activities.
 - Manage field activity advances, process expense liquidations and ensure strict compliance with CARE and donor financial regulations.

JOB RESPONSIBILITY 2: PROGRAM MANAGEMENT:

25% of time

- **Coordination:**

Lead liaison with government and other stakeholders to:

 - Ensure effective coordination and information sharing with partner agencies (INGOs, NPAs, UN agencies and others) working on forest, fire and climate issues in Luang Prabang Province.
 - Serve as the main day-to-day liaison with DAEO Chomphet, PAEO Luang Prabang, district fire prevention structures, the district Lao Women's Union and village authorities.
 - Coordinate closely with Souphanouvong University and ARMI on joint work plans, roles, timelines and reporting, and support their capacity where needed.
 - Support the implementation of the project MOU with government, including organizing regular district and provincial coordination and review meetings.
 - Facilitate joint field monitoring visits and planning sessions with government counterparts, CARE Luxembourg and donor representatives, and partner organizations.
- **Budgeting:**
 - 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.
 - Work closely with the SPDM and the finance team to track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans.
 - Prepare costed monthly and quarterly work plans and review monthly budget reports.

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- Prepare the yearly procurement plan for field activities, including fire kits and micro-project inputs, and review it quarterly.
- **Reporting:**
 - Ensure that a report is produced for each training or meeting, including participants (disaggregated by sex and ethnicity), attendance, costs, content and objectives.
 - Work closely with the SPDM to prepare and submit good-quality activity, progress and narrative reports to CARE Luxembourg, the donor and government on time.

“OTHER RESPONSIBILITIES”:

5% 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 and assist in any emergency response as required, including forest fires and other climate-related emergencies in the target area.
- 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

- Bachelor’s degree in forestry, natural resource management, environmental science, agriculture, rural development or a related field.
- At least 5 years of field experience coordinating community-based natural resource management, forestry, climate change adaptation or agriculture projects, preferably with an INGO.
- Experience in community-based forest fire prevention and management, swidden (shifting cultivation) systems or forest restoration in northern Lao PDR is a strong advantage.
- Experience working with ethnic minority communities, especially Hmong and Khmu, and applying gender-responsive approaches; ability to speak Hmong or Khmu is an advantage.
- Experience working with district and provincial agriculture and environment offices and coordinating with partners such as universities and civil society organizations.
- Ability and willingness to be based in Luang Prabang City and to travel frequently to Chomphet District and remote target villages, including during the dry and fire season.
- Ability to work under pressure and to organize and manage workload to meet deadlines.
- Representational skills include 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.

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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?

The Project Coordinator knows what the project must achieve, but must decide how to deliver activities in remote, ethnically diverse villages where conditions change, such as the timing and intensity of the fire season, community priorities and partner capacity. The role involves adapting plans, solving field-level problems and coordinating several partners, with guidance from the SPDM.

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.

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ລະດັບ Level	ຄຳອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ General competency behavior description	ການຈັດປະເພດວຽກ Job Classification	ຕຳແໜ່ງ/ເກຣດ Position/Grade
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

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

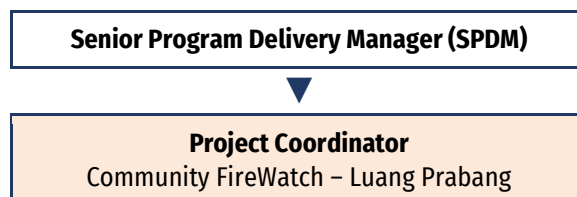
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

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. Knowledge of community-based forest fire management, swidden systems and natural resource management	2. Capable
2. Effective communication and coordination with communities, partners and government counterparts	2. Capable
3. Gender-responsive and inclusive facilitation with ethnic minority communities	2. Capable
4. Monitoring, data management and reporting in line with donor requirements	2. Capable

Organization Structure



Works closely with: DAEO Chomphet · PAEO Luang Prabang · Souphanouvong University · ARMI · village Forest Fire Committees