

Job Description

Position Information

Position Title: Project Coordinator (4 Positions)	Date requested: Oct 2026
Type of position: Coordinator	Grade (for HR use only):
Department/Project Team: SHINE project	
WORK LOCATION: Vientiane Capital Xayabuli province Xiengkhuang province Huaphanh province	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.

Malnutrition remains a critical public health challenge in Lao PDR, driven by poor maternal nutrition, high levels of child undernutrition, limited treatment of wasting, and a weak enabling environment. To address these challenges, CARE International in Lao PDR is implementing the Strengthening Health systems for Integrated Nutrition Enhancement (SHINE) project, funded by UNICEF. The SHINE project aims to prevent and treat child wasting while integrating infant and young child feeding (IYCF) and the management of moderate acute malnutrition (MAM). By strengthening integrated maternal, infant, and young child nutrition (MIYCN) and community management of acute malnutrition (CMAM) services, the project targets direct reach to children under five, pregnant and lactating women, adolescents, and local health workers and volunteers.

Job Summary

PURPOSE OF THE POSITION:

The Project Coordinators will oversee field-level planning, execution, and monitoring of all SHINE project activities in their assigned province/districts (Vientiane Capital, Xayabouly, Xiengkhuang and Huaphanh). Reporting to the Project Manager, the coordinator ensures seamless implementation of wasting management, capacity building, health data strengthening, and community-level social and behavior change interventions in close collaboration with government health authorities and UNICEF counterparts.

The position covers management of all aspects of the project including ensuring a high technical quality of project delivery, managing partnerships with government, human resources, monitoring and evaluation, project cycle management and financial management.

The Project Coordinator will also provide technical support to ensuring the quality of M&E systems.

This position reports to the Senior Project Manager and will receive technical and project management support from the national and international technical advisors.

This position will be sitting with the Provincial Health office (Xayaburi, Xiengkhuang and Huaphanh) and except for Vientiane will be sitting at CARE Country office.

70% of time

JOB RESPONSIBILITY 1: PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE

- **Oversee the technical field implementation of the SHINE project to ensure that the project activity is carried out following the donor, CARE and project requirements.**
 - Coordinate and facilitate Integrated Management of Acute Malnutrition (IMAM) and MIYCN capacity-building training for health center staff and Village Health Volunteers (VHVs) across target districts.
 - Oversee field-level screening and early identification of Severe Acute Malnutrition (SAM) and Moderate Acute Malnutrition (MAM) utilizing Family MUAC and routine growth monitoring.
 - Implement local food-based MAM solutions and complementary feeding initiatives (including spoon and bowl kits, cooking demonstrations, and pre-mix distribution) in designated project sites.
 - Facilitate the delivery of essential preventive services, including Vitamin A supplementation, deworming, and Multiple Micronutrient Supplements (MMS) / Iron and Folic Acid (IFA) distribution.
- **Operational lead on the planning, monitoring, and reporting of all activities necessary for the fulfilment of all project objectives, with guidance by the CNF Project Manager and technical support by the technical advisors to:**
 - Organize and oversee monthly, quarterly and annual planning.
 - Oversight and control of budgeting, bookkeeping, procurement and cash administration, in coordination with the Provincial Manager and respecting donor guidelines.
 - Prepare reports of project implementation, impacts and outcomes and present in district steering committee meeting, provincial steering committee meeting.
 - Oversight and implementation of all administrative procedures to ensure proper documentation, safety, and security regarding all project activities.
- **Support Data Management, Monitoring & Quality Assurance to:**
 - Provide technical support to health centers and district health offices to improve DHIS-2 routine data quality, reporting, and utilization for decision-making.
 - Conduct regular technical supportive supervision and field monitoring visits to assess service quality, supply availability, and facility/community linkages.
 - Document project achievements, field-level learning, and technical reports in alignment with standard results-based management frameworks
- **Strengthen the Safeguarding, accountability & administration**
 - Roll out care's feedback and accountability mechanism (fam) across supported facilities and administrative levels.
 - Conduct orientations and enforce strict adherence to protection from sexual exploitation and abuse (psea), child safeguarding, and anti-fraud policies.
 - Manage localized activity budgets, process field 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 Coordination & Stakeholder Engagement to:

- Ensure effective coordination and exchange information with partner agencies (INGO, LNGOs, etc.) working in the CARE operational area –geographical and thematic areas.
- Serve as primary technical liaison with Provincial Health Departments (PHD), District Health Offices (DHO), and local health facilities.
- Support and participate in biannual Provincial Nutrition Committee (PNC) and District Nutrition Committee (DNC) coordination meetings.
- 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 arranging regular quarterly DIMC meetings
- Facilitate periodic joint field review visits and planning sessions with government counterparts, UNICEF representatives, and partner organization

• **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 Project Manager to track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans;
- prepare costed work-plans (monthly/quarterly) and review monthly budget report.
- Prepare yearly procurement plans and review/updated quarterly.

• **Reporting:**

- Ensure the reports are produced on each training or meeting, including training participants and their attendance, costs, training contents, training objectives.
- Work closely with the Project manager to prepare and submit quality project activity, progress, and narrative reports to donors and government in accordance with agreed timelines.

“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, 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 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.

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Education/Qualification/Training

- Bachelor's degree in public health, Maternal and Child Health, Nutrition, Nursing, Development Studies, or a related field.
- Minimum 5 years of field-based experience coordinating maternal and child health or nutrition projects, preferably within an INGO.
- Demonstrated experience in IMAM/CMAM, IYCF, health worker capacity strengthening, and community engagement models in Lao PDR.
- Familiarity with national health information systems, specifically DHIS-2 reporting workflows.
- Proficiency in spoken and written Lao and intermediate professional English; proficiency in standard MS Office tools.
- Ability and willingness to conduct frequent, extended field travel to remote target districts and village
- 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.

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?

PEOPLE & CULTURE

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.

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: 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** 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.

PEOPLE & CULTURE

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. Ability to understand the donors and their relevant policies	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
4. Ability to facilitate working group and team efforts in resource mobilisation	2. Capable

Organization Structure

