PEOPLE
& CULTURE

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

Position Title: Partnership and Award Manager (PAM)	Date requested: October 2026
Type of position: Partnership & Award	Grade (for HR use only): N/A
Department/Project Team: Program Development	
Line Manager: Senior Program Development and Technical Advisor	Dotted-line Manager (if applicable): Senior Regional Award and Compliance Manager - ASIA
WORK LOCATION: Vientiane Capital with Some traveling to the CARE Program Areas	Incumbent's name (if applicable):

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 Partnership and Award Manager (PAM) leads CARE Laos' partnership strategy, with a strong focus on advancing locally led development, strengthening local partnerships, and promoting equitable partnerships with civil society organisations, community-based organisations, government institutions and other local actors. The position plays a key role in identifying, developing and nurturing strategic partnerships, strengthening local partners' institutional and technical capacities, and promoting meaningful leadership, ownership and decision-making by local partners in program design, implementation and resource mobilisation.

The PAM also collaborate collectively donor and private-sector engagement and business development efforts to diversify and grow sustainable funding opportunities. The position maintains a qualified funding opportunity pipeline, coordinates bid decisions, and supports the development of concept notes, proposals, consortia and innovative financing opportunities, with particular emphasis on locally led partnerships, equitable resource sharing and partner-led initiatives.

The position provides oversight and coordination of award management processes, working closely with Finance, Program Delivery and other relevant teams to ensure compliance with donor and CARE requirements, while strengthening local partners' capacity in award management, accountability and organisational development.

The Manager directly supervises the Business and Award Intern, ensuring effective opportunity tracking, partnership mapping, partner engagement records and award documentation.

The role reports to the Senior Program Development and Technical Advisor and works closely with Program Delivery, relevant departments, CARE Asia award specialists and CARE Member Partners to advance CARE Laos' localisation commitments, strengthen strategic partnerships and mobilise resources for sustainable, locally led programming.

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: Strategic Partnerships and Locally Led Development, 40% of time

- Lead implementation and periodic review of CARE Laos partnership strategy, aligned with the 2026–2030 Country Strategy and locally led programming.
- Map, assess, cultivate and steward strategic relationships with civil society, government, women-led organisations, private companies, UN agencies and CARE Member Partners.
- Coordinate partnership due diligence, capacity assessments, partnership agreements, development plans and equitable partnership reviews with relevant teams.
- Support partner organisational strengthening, joint learning, fair funding arrangements and monitoring of locally led partnership indicators.
- Identify consortium and co-investment partners; facilitate introductions and strategic engagement for funding opportunities.
- Ensure that all requirements and commitments throughout the pre-award, award implementation and post-award phases, including those related to partnerships, are communicated, properly documented, monitored and followed up.
- Maintain established partnership focal-point responsibilities as assigned.

JOB RESPONSIBILITY 2: Business Development, Donor Engagement and Resource Mobilisation 40% of time

- Lead and maintain a rolling funding and business-development pipeline, donor intelligence, opportunity tracker and engagement plans aligned with CARE Laos strategic priorities.
- Coordinate opportunity screening and go/no-go decisions with the Country Director, Senior Program Development and Technical Advisor, Finance and delivery teams.
- Coordinate donor positioning, market intelligence, partnership outreach, bid calendars, proposal processes and timely submission of high-quality concepts and applications.
- Work with technical advisors and program teams to translate evidence and project learning into compelling technical offers, budgets and partnership propositions; technical design ownership remains with designated program leads.
- Explore and assess private-sector engagement, corporate partnerships, fee-for-service work, social enterprise and innovative/climate finance opportunities, including commercial feasibility and risk.
- Coordinate consortium formation, teaming agreements and internal partner approvals with CARE Member Partners and external organisations.
- Monitor pipeline conversion, proposal success, funding diversification and partnership-development results; provide regular management updates.
- Coordinate award handover and start-up with Finance and project teams; maintain award records and reporting calendars, and escalate compliance risks to responsible award and

finance specialists.
- Support donor requirements, amendments, close-out and partner reporting through coordination with accountable project, Finance and regional award teams.

JOB RESPONSIBILITY 3: Representation, Coordination and Team Management, 15% of time

- Represent CARE Laos in agreed donor, private-sector, civil-society and government coordination platforms; build networks that generate partnerships and business opportunities.
- Coordinate with Communications to prepare partner-facing materials, organisational capability statements and visibility products for donor engagement.
- Directly supervise, coach and appraise the Business and Award Intern, assigning clear deliverables and supporting professional development.
- Oversee the Intern's opportunity and donor databases, partner mapping, meeting follow-ups, award filing, reporting calendars and administrative coordination, with appropriate quality checks.
- Work collaboratively with Program Development, Program Delivery, Finance and Administration, and CARE Asia regional award colleagues; maintain clear accountability and escalation lines.

JOB RESPONSIBILITY 4: Other Responsibilities, 5% of time

- 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, sexual harassment, exploitation and abuse (PHSEA) and child protection;
- Comply with CARE Lao PDR's financial and operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.

CARE Staff Commitment:

- Participate in the 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.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CARE's commitment to Child Protection.
- Follow CARE staff code of 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

EXPERIENCE AND QUALIFICATIONS:

1. Minimum Bachelor's degree in social and development field or equivalent and/ or a minimum 4 years relevant work experience,
2. Preferably in NPA/CSOs capacity development or support and/ or management for an International Non-Government Organisation (INGO);
3. Proven knowledge and understanding on the development context in Laos;
4. Some facilitation, analytical and strategic skills;
5. Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
6. Proven understanding of working with an International Non-Government Organisation (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities;
7. Demonstrated leadership, decision making, problem solving, planning, analytical and influencing skills;
8. Proven ability to foster commitment to pursue a clear and compelling vision, stimulating high performance;
9. Demonstrated experience in effectively leading, people management and motivating a team;
10. Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
11. Representational skills including developing networks and relationships with key stakeholders;
12. Oral and written communication skills in both Lao and English; and
13. Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point 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 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 Partnership and Award Manager (PAM) is will lead the implementation of the Partnership strategy and managing all CARE partners particularly the government, CSOs and private partners.

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 *Level*	ຄຳອະທິບາຍຄວາມສາມາດດ້ານພຶດຕິກຳທົ່ວໄປ *General competency behavior description*	ການຈັດປະເພດວຽກ *Job Classification*	ຕຳແໜ່ງ/ເກຼດ *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: 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* : 3. Inspirational
  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* 3. Inspirational
  Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- *DELIVERING RESULTS* 3. Inspirational

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

- *COMMUNICATION* 3. Inspirational
  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.

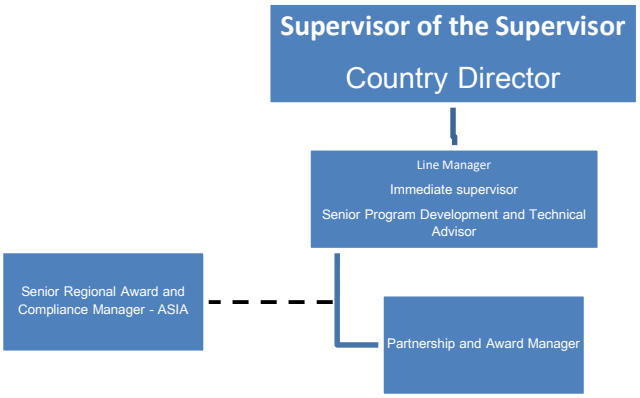
- *Strategic Leadership & Execution* 3. Inspirational
  Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- *PEOPLE LEADERSHIP* 2. Capable
  Inspires, motivates, & empowers 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 influence staff to understand the procurement policy and follow the donor rule & regulation.	3. Inspirational
2. Effective communication with internal staff & partners together with the government counterpart.	3. Inspirational
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	2. Capable

Organization Structure



Reporting line: Senior Program Development and Technical Advisor
Direct report: Business and Award Intern
Technical collaboration: Senior Program Development and Technical Advisor; Program Delivery, Finance and Administration; CARE Asia Awards and Compliance.