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: Senior Project Manager	Date Updated: 1st September 2026
Type of position: Project Staff	Grade (for HR use only):
Department/Project Team: Program	
WORK LOCATION: Vientiane Capital with frequent travel to project field locations	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.

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.

The Senior Project Manager fully manages the nutrition portfolio, with primary management responsibility for the SHINE Project. The Manager will act as the technical and operational focal point representing CARE International in Lao PDR for health and nutrition collaboration, working closely with the Senior Program Delivery Manager (SPDM) to ensure program quality, partnership, efficiency, and learning in alignment with organizational priorities.

The Manager provides management and technical support to project coordinators and relevant stakeholders and works closely with CARE Provincial Managers, technical advisors and relevant operational departments (Finance, Procurement, Administration) to ensure adequate technical support and accountability mechanisms are in place.

The position is based in Vientiane with frequent travel to field offices (20-30%).

This position reports directly to the Senior Program Delivery Manager of CARE Laos.

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: PROGRAM STRATEGY AND DEVELOPMENT — 5% of time

- Contribute to the design of new health and nutrition initiatives, proposals, concept, and innovations, contributing to project sustainability.
- Demonstrate a passion for gender equality, women's empowerment, and a commitment to CARE's approach and values, including ethnic diversity and cultural sensitivity.
- Hold accountability for partnership principles, practice, and strategy implementation across CSO and health sector engagements.
- Contribute to CARE Laos' overall program strategy development and implementation in the health and nutrition sector.

JOB RESPONSIBILITY 2: Project delivery and Management — 40% of time

- Lead the project MoU/MoA process and negotiations with national and provincial government authorities (MOH, PHO/DHO, PNC/DNC) in close coordination with the Senior Program Delivery Manager and relevant staff.
- Lead the development of the annual project workplan and budget, ensuring alignment with the approved project master plan and donor requirements.
- Provide overall management and coordination of the project, working closely with implementing partners/stakeholders to ensure high-quality, timely implementation of activities in compliance with relevant standards, best practices, internal policies, and donor guidelines.
- Design, plan, coordinate, budget, and oversee the implementation of field activities and capacity-building interventions (MIYCN, IMAM/CMAM, Family MUAC, Vitamin A/deworming…) in collaboration with health counterparts and partners, under the guidance of the Senior Program Delivery Manager.
- Provide ongoing technical, managerial, and budget to field teams and implementing partners (including technical oversight for SHINE projects as Project Coordinators lead site operations).
- Foster strong collaboration and maintain effective, regular communication with provincial, and local health authorities.
- Act as the primary focal point for project implementation, partner coordination, and donor engagement for health and nutrition projects.
- Monitor project progress closely, follow up with implementing team/partners to address implementation challenges in a timely manner, and communicate key issues to the line manager as required.
- Ensure IMC/PNC/DNC meetings and progress reports are arranged on a timely basis.

- Prepare and submit quality project activity, progress, and narrative reports to donors and government in accordance with agreed timelines.
- Serve as CARE Humanitarian focal point in project target areas to monitor and report any risk situation to the CARE Emergency Response Team (ERT).
- Lead rapid assessments of community health/nutrition needs and Rapid Gender Analysis during emergency situations

JOB RESPONSIBILITY 3: Budget/Financial Management — 30% of time

- Lead the quarterly updating and monitoring of the Costed Workplan (CWP) and ensure accountable, cost-efficient utilization of project funds across all health and nutrition components.
- Serve as primary budget manager, ensuring full compliance with CARE and donor financial policies, procedures, and controls, promoting transparency, accountability, financial integrity, and value-for-money.
- Monitor and control project expenditures to ensure spending remains within approved budgets, avoid variances, and align with agreed workplans and donor ceiling limits.
- Review monthly financial expenditure reports (BVA) with relevant staff, analyse variances, and initiate corrective actions as required.
- Provide inputs for budget revisions and support the preparation and submission of budget modification requests to donors as required.
- Coordinate with relevant coordinators and senior staff to ensure timely development and implementation of expenditure forecasts, cash flow projections, and procurement plans.
- Supervise logistics and finance requirements relevant to project budget/finance management, ensuring procurement of therapeutic materials (RUTF, F-100) and project supplies is conducted efficiently.
- Work closely with the Finance team to facilitate financial reviews, spot checks, and external or internal audits, ensuring timely follow-up on recommendations.

JOB RESPONSIBILITY 4: Monitoring Evaluation, Learning and Reporting — 20% of time

- Work closely with the MILKA team to design, coordinate, and execute the project evaluations across all health and nutrition projects, ensuring data quality, ethical standards, and alignment with donor requirements, if needed.
- Work closely with MILKA team to develop and maintain project tracking systems to ensure all activities, budgets, and nutrition indicators are monitored and reported regularly.
- Ensure effective implementation of the project MEL framework in line with approved project design, CARE standards, donor policies and guidelines, DHIS2 reporting, and beneficiary accountability principles.
- Provide leadership and oversight of project monitoring, evaluation, and learning processes, ensuring evidence-based decision making and adaptive management.
- Ensure that monitoring findings, lessons learned, and food-based/digital health pilot are documented, shared with stakeholders, and used to inform national policy dialogue.
- Represent CARE at district, provincial, and national levels (e.g., SUN CSA, RMNCAH working groups) in coordination with SPDM.

JOB RESPONSIBILITY 5: HUMAN RESOURCE MANAGEMENT — 5% of time

- Build strong working relationships with project staff and partner teams by assessing individual strengths and development needs and supporting capacity building.

- Support project staff with supervisory responsibilities to provide constructive feedback, assisting each person to work to their potential.
- Motivate team members and proactively promote CARE Core Values in staff behaviours and attitudes.
- Participate in the APPA process including annual appraisals, midyear reviews, and regular 1:1 meeting.
- Create a strong team environment where members respect differences while working together toward project goals.

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. Bachelor's or master's degree in medical doctor, nurse, public health, or a related field (or equivalent combination of relevant health/nutrition education and long-standing CARE work experience).
2. Minimum 7 years total work experience in public health, maternal and child nutrition (MIYCN, IMAM/CMAM), or health systems strengthening in Lao PDR.
3. Extensive experience managing and leading health project components, costed workplans, field implementation, with proven budget control and financial efficiency.
4. Established working relationships with Ministry of Health counterparts (PNC/DNC, PHO/DHO) and local civil society organisations.
5. Languages & Communication: Fluent oral and written communication skills in Lao and professional working proficiency in English.

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. 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?

The position fully manages project delivery, field teams, and direct coordination with government health authorities (MOH, PNC, DNC) across complex multi-province nutrition initiatives, requiring high-level problem-solving, adaptive management, and strategic decision-making

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 each 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.	ວຽກສະໜັບສະໜຸນ **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 develop networks to build value through collaboration.
- *INCLUSION* 3. Inspirational
  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* 4. Transformational
  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* 3. Inspirational
  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. Effective communication and negotiation with internal staff, CSO partners, and government health counterparts	3. Inspirational
2. Ability to build detailed costed workplans, manage budgets efficiently, and maintain strict donor compliance	4. Transformational
3. Strong technical knowledge in public health, integrated nutrition (MIYCN/IMAM), and adaptive project management	4. Transformational


Immediate supervisor
Sr. Program Delivery Manager
Sr. Project Manager, CNF
(This position)
Finance & Admin Coordinator
04 Project Coordinator(s) for 04 Provinces