PEOPLE
& CULTURE

Job Description

This form enables CARE Laos to accurately describe and advertise the position. Please confirm the grade, reporting line and incumbent information with People & Culture before publication.

Position Information

Position Title: WASH Technical Specialist	Date requested: October 2026
Type of position: Program / Technical Specialist	Grade: For HR use only
Department/Project Team: Program	Work location: Vientiane Capital; at least 50% field travel
Reports to: Senior Program Development and Technical Advisor Dotted-line technical reporting: Senior Program Delivery Manager	Incumbent: To be confirmed

Job Summary

The WASH Technical Specialist provides hands-on technical leadership for safe, inclusive and sustainable water, sanitation and hygiene (WASH) programming across CARE Laos. Based in Vientiane with at least 50% field travel, the Specialist supports feasibility assessments, engineering design and technical specifications, procurement quality, construction supervision, community engagement, operation and maintenance, and system sustainability. Working with project teams, Nam Saat and other partners, the role turns technical guidance into sound field implementation and measurable WASH results. The Specialist reports to the Senior Program Development and Technial Advisor, with a dotted-line technical reporting relationship to the Senior Program Delivery Manager.

Responsibilities and Tasks

JOB RESPONSIBILITY 1: WASH Technical Design, Feasibility and Quality Assurance – 35% of time

- Lead and quality-assure WASH feasibility assessments, including water-source reliability, seasonal availability, demand, accessibility, environmental and climate risks, and technical and financial options.
- Develop and review practical engineering designs, bills of quantities, cost estimates, technical specifications and construction methodologies for rural water supply and sanitation systems.
- Ensure designs reflect applicable government standards, water safety, inclusive access, climate resilience, affordability and whole-life operation and maintenance requirements.
- Provide technical oversight of contractors and field teams through site inspections, construction quality checks, testing, commissioning and documented corrective actions.
- Advise project managers on technical risks, realistic workplans, budgets and decisions needed to deliver functional and durable WASH systems.

JOB RESPONSIBILITY 2: Field Implementation and Sustainable WASH Services – 30% of time

- Spend at least 50% of working time in CARE program areas to support field assessments, technical coaching, construction monitoring, commissioning and troubleshooting.
- Work alongside provincial and district Nam Saat, community representatives and CARE teams to develop locally owned water and sanitation solutions and strengthen technical capacity.
- Support village-level water management arrangements, clear maintenance responsibilities, practical tariff or financing options where appropriate, spare-parts access and repair mechanisms.

- Integrate hygiene promotion, sanitation behaviour change, community participation, gender equality, disability inclusion and safeguarding into technical implementation.
- Assess functionality and service sustainability after construction; recommend improvements based on water quality, reliability, user feedback and maintenance performance.

JOB RESPONSIBILITY 3: Program Development, Quality, Evidence and Resource Mobilisation – 15% of time

- Provide WASH technical inputs to project concepts, proposals, feasibility budgets, implementation schedules and donor reports, including CLEAR and other relevant initiatives.
- Work with MILKA colleagues to define WASH indicators and verification methods covering access, functionality, water quality, inclusion and sustainability.
- Conduct regular technical reviews with Project Managers, agree corrective actions, and track follow-through to achieve quality standards and measurable results.
- Document technical guidance, field lessons, costs and feasible models for adaptation, replication and future program development.

JOB RESPONSIBILITY 4: Partnerships, Capacity Strengthening and Technical Coordination – 15% of time

- Maintain effective technical relationships with Nam Saat, relevant government departments, communities, contractors, consultants and WASH coordination platforms.
- Represent CARE Laos in relevant WASH technical meetings and working groups as delegated, ensuring alignment with government systems and sector standards.
- Prepare and implement a practical annual technical support plan, including coaching for project staff, partners and community water management structures.
- Work closely with Program Delivery, Program Development and Technical Advisors to translate technical advice into quality implementation and measurable project results, while maintaining Project Managers' accountability for technical quality and delivery.
- Facilitate regular technical meetings with CARE and the donor's governance team to review strategic direction, project design and field implementation, and agree on improvements and follow-up actions.

JOB RESPONSIBILITY 5: Risk Management, Emergency WASH and Preparedness – 5% of time

- Identify and manage WASH-related safety, environmental, water quality, construction and climate risks, escalating significant concerns promptly.
- Support emergency preparedness and response with rapid WASH assessments, safe-water and sanitation advice, and coordination with response teams as required.
- Promote safe, inclusive and accountable engagement with communities and contractors, in accordance with CARE safeguarding and safety procedures.
- Check that technical handover packages include as-built documentation, test results, training and maintenance arrangements.
- Support management with additional technical assignments as required, including emergency response activities.

CARE Staff Commitment

- Participate in performance planning, regular check-ins and annual reviews.
- Uphold CARE's code of conduct, safeguarding, child protection, safety and security requirements.
- Demonstrate respect for diversity, gender equality, inclusion, cultural sensitivity and professional integrity.
- Undertake other assignments as requested by management, including emergency preparedness and

response.

Qualifications (Know How)

Education / Training

- Degree in civil, water resources, environmental or sanitary engineering, or a closely related technical field; relevant professional certification is an advantage.
- At least five years of practical WASH engineering or rural water-supply experience, including feasibility, design, construction supervision and quality assurance.
- Demonstrated experience in water-source assessment, water quality, hydraulic design, bills of quantities, contractor oversight and system commissioning.
- Experience in community-based WASH, operation and maintenance, sustainability planning, sanitation and hygiene approaches.
- Understanding of the Lao PDR context and experience working with Nam Saat, local government and rural communities are highly desirable.
- Strong problem-solving, field coaching, documentation and coordination skills; ability to travel to remote project locations at least 50% of working time.
- Good English communication skills; Lao language ability and experience with GIS, survey tools or relevant design software are advantages.

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 WASH Technical Specialist addresses variable technical challenges involving water availability, design alternatives, construction quality, climate risks and long-term sustainability. The role analyses site conditions, assesses options and recommends practical solutions, working with project teams and government counterparts to achieve safe, functional and sustainable WASH services.

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* 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* 4. Transformational
  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* 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. Technical design, feasibility and engineering quality assurance	3. Inspirational
2. Field implementation, government coordination and capacity strengthening	3. Inspirational
3. Sustainable WASH systems, problem solving and evidence-based improvement	3. Inspirational

Organization Structure

