



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 marginalised 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.

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Project Manager for the SUPER WEE Coffee – Sustainable Production and Ethnic Responsible & Women Empowered Coffee value chains in Laos PDR

1 position based in Dakcheung district, Sekong province

Job Summary:

The project Manager ensures timely and high-quality management of the SUPER WEE Coffee Project in accordance with the project proposal, CARE policy and the government and project partners requirements.

- **Project Implementation and Quality Assurance:** Overseeing the planning, implementation, and monitoring of activities related to market networking and coffee production. This includes facilitating training and ensuring that activities are implemented in line with the project's objectives and log frame.
- **Coordination:** Working closely with technical partners from relevant government offices at the district and provincial level, as well as coordinating to fulfill the project objectives following the annual plan and Memorandum of Understanding (MoU)
- **Reporting:** Preparing accurate reports in a timely manner to the Project Coordinator, including monthly reports, and providing updates on the progress of activities
- **Technical Support:** Providing technical support to ensure high-quality implementation of crop and coffee activities and supporting coffee producer group members.
- **Engagement:** The role involves lengthy periods of engagement in remote villages, working extensively with less-advantaged women and poor families, and requires the development of participatory approaches to improve the sustainability of activities
- **Monitoring, Evaluation, and Learning:** Conducting project monitoring during field visits, participating in data collection for project evaluations and research, and ensuring timely submission of field reports to the Monitoring, Evaluation, and Learning Coordinator

This position is based in Dak Cheung District, Sekong Province, and requires travel to other sites as needed.

JOB RESPONSIBILITIES

1. PROGRAM DEVELOPMENT:

- Sustainability and Growth: Focusing on the development of a green, low-carbon, resource-efficient, and more circular economy within the coffee sector, which is vital for the long-term sustainability and growth of the coffee value chains in Sekong Province.
- Beneficiary Engagement: Identifying and engaging with direct beneficiaries, which include 400 farmers (70% women), and indirect beneficiaries totaling 4,463 people, to ensure their needs are met and their capacities are built through the project.
- Funding and Resource Mobilization: Successfully seeking and managing funding, particularly from the European Union, to support the implementation of sustainable and ethical coffee production practices.
- Gender Equality and Empowerment: Ensuring that the project contributes to the broader vision of empowering women in Laos, addressing economic disparities, and fostering an environment that supports women in decision-making and control over their futures.

2. PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE:

- Lead the project team in the project implementation ensuring that team carry out their duties in accordance project log frame and activities work plan and agreed methodology.
- Ensuring Effective Implementation: Overseeing the execution of project activities according to the plan, ensuring they are completed on time, within budget, and to the desired quality standards.
- Quality Control: Establishing and maintaining quality control processes to ensure that all aspects of coffee production meet the project's ethical and environmental standards.
- Stakeholder Collaboration: Collaborating with stakeholders, including local farmers, government agencies, and international partners, to align project activities with broader objectives and ensure mutual benefits.
- Capacity Building: Providing training and support to local coffee producers, particularly women, to enhance their skills in sustainable coffee cultivation and processing techniques.
- Monitoring and Evaluation: Regularly monitoring project progress, evaluating outcomes, and implementing necessary adjustments to improve project performance and impact.
- Reporting: Preparing detailed reports on project implementation and quality assurance activities, documenting challenges, successes, and lessons learned for continuous improvement

- Sustainability Focus: Promoting sustainable and environmentally friendly practices in coffee production to mitigate the impact of climate change and ensure the long-term viability of the coffee sector in the region.
- Community Empowerment: Empowering local communities, especially women, by increasing their productivity and quality of coffee, thereby boosting household income and economic development.

3: HUMAN RESOURCE MANAGEMENT:

- Conduct Annual performance Appraisals (include with Midterm review of policies, code of conduct, safety, and security policy, etc. In case of no adherence from the project team, promptly inform PM.
- Ensure the staff timely submit the timesheet and all are sent to Sekong office.
- Identify training needs for staff and counterparts.
- Ensure all direct reports have clear work plans and a strong understanding of their role and contribution to project goals and the deliverables.
- Directly supervise team members including providing advice and guidance, managing performance, effective administration of leave, budget, and other approvals, and preparing annual planning and performance appraisals; Contribute to safety and security of the Program Team staff in Dak Cheung office.
- Support in induction or orientation process for new staff; and
- Together with the PM, identify critical staff needs in the team and coordinate with Human Resource (HR) on recruitment and other HR processes.

4. BUDGET AND PROCUREMENT MANAGEMENT:

- Responsible of project budget management including:
 - Ensure that expenditure is in line with approved budgets and adherence with CARE and donor financial policy and procedures.
 - prepare cost work-plans (monthly/quarterly) and review monthly budget report.
 - Timely preparation of project advance and clearance of all the project team members.
 - Prepare yearly procurement plans and review/update quarterly.
- 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.
- Ensure close coordinate with Support Team Leader for all procurement, administration, and logistic issues.
- Track and manage project expenditure through regular review of budget versus actual (BVAs), and contribute to costed work plans; and

- Approved budget according to level or PM authority, request and clear all field cash advances in a timely fashion in accordance with CARE Finance policies and procedures and ensure project staff manage any cash advances in line with financial management procedures.

5. PARTNERSHIPS AND NETWORKING AND REPRESENTATION:

- Participate in gender-related forums, workshops, government meetings, private sectors meeting or discussions especially with coffee sectors or other events as required.
- Provide clear explanations of the Project and CARE's work in Laos to partners, government agencies and other relevant stakeholders.
- Provide support to the partners through mentoring and on-the-job training including the explanation of CARE Laos policies and procedures; and
- Coordinate with, strengthen, and maintain relations with relevant Government authorities at district level, Provincial and other International and Non-Government Organizations.
- Ensure effective coordination and exchange information with partner agencies (INGO, LNGOs, etc.) working in the CARE operational area —geographical and thematic areas.
- 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 to arrange regularly quarterly DIMC meetings.
- Proactive participation in the Program Steering Committee (PSC) and Program Evaluation Workshop (PEW) meetings, and any relevant technical or coordination meetings identified.

EXPERIENCE AND QUALIFICATIONS:

Qualifications (Know How):

- Minimum bachelor's degree in rural development management or equivalent and/or 5 years relevant work experience, preferably in **coffee value chain/ coffee marketing and skills transfer**, capacity strengthening preferably for an International Non-Government Organization (INGO).

Desired:

- **Strong Experience in managing the EU funded project and working with multi-partnering projects.**
- Proven understanding of political and cultural dynamic in the Laos context, especially understand the context of Ethnic community in rural area in Laos.
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.

Experience/Technical Skills

Required:

- Responsible for the management of the livelihoods technical function, with minimal supervision.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills.
- Demonstrated experience in effectively leading, people management and motivating a team.
- Ability to work under pressure and to organize and manage workload to meet deadlines.
- Ability to organize people and resources towards achieving objectives effectively and efficiently - **this is the leadership competence as per the Job Evaluation framework.**
- Representational skills including 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; and understanding of procurement process.
- Fluent oral and written communication skills in Lao and intermediate in English.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel.

APPLICATION SUBMISSION:

Qualified candidates should submit a CV and a letter of application. Please indicate the name of position that you are applying for and email to LAO.Jobs@care.org. Deadline on the **29th May 2024**. **The detailed Job Description can be provided upon request.**

•CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

•CARE Laos has zero tolerance approach towards sexual harassment, exploitation and abuse, and child abuse towards any person including our staff, representatives, partners, programme participants and members of the community where we work. We expect all staff, partners and related personnel to share this commitment by understanding, abiding by and working within the CARE International Safeguarding Policy and related framework at all times whilst representing CARE. and imbed child protection in all we do;

•CARE Laos participates in the Inter-agency Misconduct Disclosure Scheme (MDS). CARE Laos reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse. The applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant



confirms that s/he has no objection to CARE Laos requesting the information specified above; and

•As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

(Only shortlisted candidates will be contacted for an interview. CVs and other documents submitted to CARE will not be returned).