



Alongside Lao People

## Vacancy: Project Manager

To coordinate a community development project

**Based at the project location in the South of Laos, you will contribute by your expertise in project management to set up a community development project, to strengthen the capacities of the local team in order to offer a service of quality to the project beneficiaries based on inclusion and sustainability.**

In association with the local staff and at least one other expatriate, you will participate in the development of a new community project. You will contribute to assess and develop the capacities of the local partners in order to help them become more independent. You will invest into people (project employees and partners) through in-service training, transmission of skills and adapted technologies. You will coordinate the implementation and the monitoring of the projet and help to cultivate relation with the donors.

### 1. Introduction of SFE:

SFE is an NGO working in the South of Laos since 1998. Leading currently four projects involving more than 50 local collaborators and 16 foreign experts, SFE tries to implement projects closest to the field in order to meet the real needs of the people and the communities who are considered as partners of the development rather than beneficiaries. In collaboration with the local authorities, SFE is involved in support to the medical structures and integrated rural development.

### 2. Job status and starting date:

First contract of 3 years at least;

Full-time;

Volunteer status. We ask the volunteer to be involved in looking for his/her financial support;

Expected start date: 2020.

### 3. Location :

South of Laos (Attapeu or Sekong province).

### 4. Framework defined by:

The agreements between SFE and its donors;

A Memorandum of Understanding signed between SFE and the Lao government for the Community Development Project;

All the official documents of SFE including in particular the internal regulation and the vision.

### 5. Main activities: he/she is expected

*General project management:*

- To train the employees of the project and coordinate the planning and follow-up of the activities.
- To ensure the good implementation of the project according to the donor, authority, beneficiary commitments in agreement with SFE vision and working methods.

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- To support the Lao management team for the supervision, coaching and appropriate training of the locally recruited staff.
- To train the Lao project officer with adapted tools for more independency, efficiency in his work.
- To ensure that the following values are taken into account in the implementation of the project. Where appropriate, train the teams and redirect the ways of working:
  - Inclusion of especially the poorest, people with disabilities, people the most disadvantaged
  - Promotion of equal rights according to gender
  - Respect the environment
  - Sustainability of actions undertaken.
  - Constant participation of beneficiaries in the design and planning of activities, financial contributions, in kind and in labor.

***Administration/Communication/Coordination:***

- to facilitate collaboration with the local authorities at province and the district level
- to support the Lao project manager in administrative work, financial and operational management
- to maintain good relations with the financial partners of the project, especially by producing annual and financial reports on time
- to participate in the planning and design of future projects in the country.
- To contribute to the functioning of the SFE through exchanges with other projects, sharing of skills, and participation in the internal functioning of the NGO.

**6. Supervision:**

Laos Country Coordinator.

**7. Skills, education et experiences required:**

***Skills:***

- Willingness to serve the poorest in a remote province of Laos, for a duration of three years at least.
- Good capacity to create and maintain relations.
- Capacity to work in a team and to lead working groups.
- Capacity to share knowledge in a simple and educational way.
- A curious and open mind to look for innovative solutions, especially to improve life and dignity of the most vulnerable.
- Capacity to write reports and to follow a budget.
- Autonomy and self-training ability, flexibility to learn Lao and work in this language.
- Character capable of supporting a situation of relative isolation over the period of engagement.

***Expériences:***

- At least 3 years of professional experience in project management and/or team management.
- A work experience in intercultural or foreign environment is an advantage.
- Knowledge of the world of « development » is a plus, but initial training in the beginning of employment is possible.
- A strong foundation in faith.

***Education:***

- Training in project management and/or team management.
- Good knowledge of written and spoken English.
- A training in development is an advantage but not required.

**8. Application Process:**

CV and motivation letter have to be sent by email to: [france@sfe-laos.org](mailto:france@sfe-laos.org)

Website: [www.sfe-laos.org](http://www.sfe-laos.org)

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