
Job Description

A) Definition of tasks

Job title: Project Coordinator DSTIA Project / Laos 100%

1. Organisational integration

Organizational unit	IP
Wage scale	Project Manager
Location	Vientiane, Laos

2. Reporting (title only)

Reporting to	Country Director
Direct reports	External Experts, Finance Manager, Project Support Staff
Act as deputy for	n/a
Will be deputized by	To be determined

3. Overall targets (numbered A, B, C, D)

A	The implementation of the project and the achievement of set targets and objectives is achieved through a proper project management process and the engagement of dam safety experts and institutional partners
B	The project is implemented efficiently and effectively, and human and financial resources are managed in line with Helvetas standards and donor requirements and safeguards
C	Proper planning and monitoring systems are developed and introduced, and the timely preparation and monitoring of operational plans to track project progress and the reporting on outputs and outcome related targets and milestones is assured
D	Collaborative relationships, agreements and contracts with project stakeholders and partners including relevant government ministries and departments, academic institutions, and private sector service providers are established and maintained.

4. Main tasks (Derived from the overall targets under pt. 3)

A	<ol style="list-style-type: none"> 1) Apply all aspects of a sound project cycle management, including appropriate systems and procedures of planning, reviewing and reporting of project activities. 2) Facilitate the stakeholder consultations and update the project documentation, plans and budgets for the authorisation of the project by the relevant government authorities. 3) Facilitate the elaboration of work plans and implementation schedules to be established between partner institutions and the dam safety experts and consultants. 4) Support the coordination and follow-up with the partners institutions on the inputs and recommendations provided by dam safety experts and consultants 5) Facilitate the coordination and communication between partner institutions and dam safety experts and consultants on a daily basis.
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	<ol style="list-style-type: none">6) Support the setting up project steering mechanisms involving the required public authorities, experts and the donor to support strategic and operational decision making7) Organize the advisory and capacity building inputs by the dam safety experts and the consultants according to established work plans and implementation schedules.
B	<ol style="list-style-type: none">1) Ensure that the administrative, procurement and financial management systems and procedures for the implementation of the project are applied.2) Make sure that all legal and donor requirements and administrative regulations are followed in the execution of the project.3) Regularly update the project operational procedures and get eventual adjustments approved according to established rules.4) Ensure the timely preparation of annual budgets, the budget control, and the financial reporting providing explanations on over- or under-expenditures.5) Develop the terms of reference for expert and consultancy services and conduct the procurement/recruitment of the experts/consultants in line with the established rules and procedures.6) Manage the implementation of the expert/consultancy assignments, providing guidance/feedback, checking the timelines and quality of services, and ensuring that the contractual obligations are met.7) Support the setting up of administrative and logistical arrangements for the implementation of the project activities.
C	<ol style="list-style-type: none">1) Ensure the development and introduction of proper planning and monitoring systems and tools to track project progress on outputs and outcome related targets and milestones.2) Conduct the required half-yearly and annual planning, budgeting, and monitoring processes with involvement of the respective project partners and stakeholders.3) Prepare and submit project progress reports, completion reports, interim financial reports and final financial reports within the prescribed timelines.4) Support the organisational assessments required to develop targeted capacity building measures of partner institutions and the design of capacity building methodologies and contents.5) Support the documentation and dissemination of advisory inputs and capacity building and organisational development measures and activities.6) Support the exchange and institutional dialogue on dam safety capacity building among key stakeholders and experts.
D	<ol style="list-style-type: none">1) Establish and maintain collaborative relationships, agreements and contracts with project stakeholders and partners including relevant government ministries and departments, civil society organisations and networks, and private sector service providers.2) Coordinate the project activities with relevant institutions and programmes to enhance the effectiveness of the project and develop synergies and complementary intervention strategies and resource allocation.3) Promote and manage the exchange with other related programmes and projects with similar and/or complementary goals.4) Establish and support opportunities and collaboration for institutional and policy learning and networking initiatives to share evidence-based information created through the project.5) Manage the communication on the project in collaboration with the relevant partners and the donor and participate in national and international dialogue and information sharing on dam safety issues.6) Facilitate the development of visibility and communication products on the project.7) Represent the project and maintain professional relationships with government authorities, development partners and national and sub-national stakeholders.8) Act as contact point and resource person for the funding agency of the project.

5. Responsibilities (Derived from pt. 4)

A	Responsibility for the overall project management and the compliance with all relevant national, donor and Helvetas policies and regulations
B	Responsibility for an efficient and effective use and administration of the project resources (financial and human) and an effective procurement and implementation of services
C	Responsibility for the development of the implementation of planning, monitoring and reporting systems and products and the dialogue, documentation and dissemination of project outcomes
D	Responsibility for the institutional relationships and a constructive collaboration / communication with the donor and project stakeholders

B) Competency profile

1. Basic education

Mandatory	<ul style="list-style-type: none"> Advanced degree in business administration, civil engineering, or natural resources management,
Optional	<ul style="list-style-type: none"> Further education in project management and organizational development

2. Further training or specific skills

Mandatory	<ul style="list-style-type: none"> Specific training in project and resource management, and organizational skills
Optional	<ul style="list-style-type: none"> Specific training in organisational development and the development of educational and training programmes

3. Professional experience

Mandatory	<ul style="list-style-type: none"> Experience in the management of similar projects of comparable in size (> 1 Mio USD annually) and scope, i.e. complex, multi-stakeholder projects with a strong technical assistance and capacity development component Extensive experience in programme cycle management, financial and human resources management and development and in developing and implementing monitoring and results measurement plans and systems
Optional	<ul style="list-style-type: none"> Work experience in the infrastructure development, water and disaster risk management sectors

4. Methodological and/or leadership competencies

Mandatory	<ul style="list-style-type: none"> Project cycle management, project administration, cooperation/relationship management, facilitation skills
Optional	<ul style="list-style-type: none"> Experience and competencies in the development of collaborative partnerships and institutional dialogue

5. Social and personal competencies

<ul style="list-style-type: none"> Outstanding social, team building and communication skills
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6. Languages

Mandatory
<ul style="list-style-type: none"> Lao, English (fluent)
Optional
<ul style="list-style-type: none"> French

7. IT skills

Mandatory
<ul style="list-style-type: none"> Standard IT skills
Optional
<ul style="list-style-type: none"> IT skills for scientific analysis

Signatures:

Position holder	
Date	Signature:
	name employee
Direct Line Manager	
Date	Signature:
	name line manager