



## VILLAGE FOCUS INTERNATIONAL

### **VACANCY FOR LAO NATIONAL: Project coordinator**

Village Focus International (VFI) is an INGO working in the Lao PDR since 2001. We are looking to fill the position of Project coordinator is responsible for coordination with government and CSOs partners for building their capacity. This works are under the VFI's Protection and Empowerment for Women & Children program, this position will be based in Pakse, Champasak Province

The position will be responsible for:

- Develop project activity plan then submit to the program coordinator
- Preparation of the project activity and budget plan including reporting
- Implement project activities related to the activity plan.
- Organize and facilitate the meetings, training and workshops related to the project activities
- Liaise and coordinate with the Govt. partner and CSOs to build the concrete network and present of the
  - Ability to work with and communicate effectively with other staff and partners.

#### **Quantification and Experiences**

- At least Bachelor Degree on related field
- Ability to develop project reports in Lao and English (with minimal assistance)
- A minimum of 3-5 years of professional experience
- Experience working with projects related to human trafficking, migration and gender will be highly regarded
- Ability to plan and manage overall PROJECT implementation with minimal supervision
- Detailed understanding of trafficking, CRC, CEDEW and related issues
- Computer skills: word processing, power point, email, internet
- Experience in and appreciation of ethnic minority groups and gender-related issues

**Please send your written application together with CV, copies of certificates and references**

**before 20 April 2022** to Kongseng SIRIVATH @ [kongseng@villagefocus.org](mailto:kongseng@villagefocus.org) Tel / fax: 021 312519  
or send to: VFILAO Box 4697 Vientiane, Lao PDR