

VILLAGE FOCUS INTERNATIONAL

# VACANCY FOR LAO NATIONAL:

**Project Team leader**

Village Focus International (VFI) is an INGO working in the Lao PDR since 2001. We are looking to fill the position of Project team leader is responsible for leading a project activities in Chamapsak and Luang Prabang Provinces. This works are under the VFI’s Protection and Empowerment for Women & Children program, this position will be based in Vientiane Capital.

The position will be responsible for:

* Develop project activity plan then submit to the program coordinator
* Daily supervise the project staff
* Preparation of the project activity and budget plan including reporting
* Implement project activities related to the activity plan.
* 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, donors, government and other partners.

**Quanlification 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

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

**before 24 March 2023** to email: [admin@villagefocus.org](mailto:admin@villagefocus.org) Tel / fax: 021 312519

or send to: VFILAO Box 4697 Vientiane, Lao PDR