

Job Description – Project Manager

Job Title: Project Manager

Location: Vientiane Capital, with travel to project sites as needed (Vientiane Province)

Reports to: Project Director

Organization: CILM

Purpose

Project Manager will ensure the implementation of the project, which aims to improve the prevention of HIV, syphilis and hepatitis B mother to child transmission with a particular attention to gender-based issues in Laos.

The Project Manager will lead the project team, coordinate with partners in health care facilities internal and a community-based organization, and ensure timely and quality delivery of project activities and reports.

Key Responsibilities

- Planning the project activities.
- Supporting all project activities, including training, internal and external meetings.
- Coordinating with government partners at local levels.
- Coordinating sites visits.
- Contributing to progress reports, based on data provided by the Monitoring and Evaluation officer.
- Reporting to the Project Director.

Management Responsibilities

- Manage the project team

Planning and Reporting

- Develop and adapt work plans at mid and long term
- Work closely with the M&E officer to understand the progress of the project
- Ensure all activity reports are produced in a timely manner
- Provide input into regular reports to project director and sponsor.

Key Relationships

- Project team.
- Health facilities.
- Main community-based partner.

Knowledge

- At least master degree in relevant field
- Fluent in English (spoken and written).
- Interest for the resolution of public health issues, good understanding of gender-based inequalities in relation to health issues

Skills

- Previous successful experience in project management, including planning, implementing and reporting.
- Demonstrated strong skills for staff management.
- Good organizational skills.
- Computer literate, able to effectively use main Office applications.
- Excellent communication skills.

Attitudes and Behaviours

- Aptitude for reflection, analysis, learning and adaptation.
- Understanding of gender-based issues.
- Willing to travel for several days to Laos remote areas, up to twice a month.

Type of contract

It will be a full-time contractual contract position, project duration 3 years

Applications

Please note that all candidates must submit their resume together with cover letter with email to the following address: vatthanaphone@cilm-laos.org

And CC to: phimpha@cilm-laos.org

Tel: (00) (856) (20) 29816216

→ Last day to send your application: Monday 12th June (24h), 2023