**UNION AID ABROAD – APHEDA**

**Position Description**

**Position Title: Project Officer**

**Based in VIENTIANE**

Union Aid Abroad-APHEDA is the global justice organisation of the Australian trade union movement. We work globally in partnership for the achievement of dignity at work, social justice, economic equality and the realisation of human rights. We work to achieve this through strong unions and social movements, sustainable development programs, global solidarity, and support at times of crisis.

**OVERALL RESPONSIBILITY**

The Project Officer will support the day-to-day operations of contracted projects in Laos. Current projects include Trade Union Development; Asbestos Awareness and Eradication Campaign. Responsibilities include supporting project activity development, planning, implementation, monitoring and reporting, management of the annual work plan, and financial management of meetings/trainings, reconciliation of project costs, program logistics, and translation as needed. The Project Officer will also support and coordinate with key government stakeholders including Lao Federation of Trade Union, local NGOs and other development partners to ensure projects are running smoothly and well aligned to national policies and standards.

**SPECIFIC RESPONSIBILITIES**

1. **Project activity development:**

* Undertake literature reviews and prepare briefings to inform specific project activities and issues.
* Assist the Country Manager in preparation of project designs and submissions to potential donors.

1. **Project implementation**

* Develop and maintain current and accurate knowledge of APHEDA program manual and related policies and procedures.
* On behalf of the Country Manager, ensure timely and good quality implementation of project activities.
* Support the preparation of regular monitoring and reporting as guided by the Country Manager.
* Support CM to develop and implement the annual work plan and annual budget, administrative systems, and track project finances.
* Support and work with partners to manage logistics of trainings, quality assurance, and supportive supervision.

1. **Program evaluation**

* Develop and maintain a current and accurate knowledge of APHEDA policies and procedures relevant to evaluation.
* Support the Country manager as requested in relation to all aspects of country office program and project evaluation.

**4: Finance and Administration**

* Assist to maintain accurate project activity budgets, finance records and preparation of monthly budget reports to the Country Manager.

**Selection criteria:**

* At least two years working experience in a project officer role within an international development organisation, community based organisation, non-profit organisation, or within the trade union movement.
* Minimum of a bachelors’ degree in in health, environment, law, social science or other relevant area.
* Demonstrated ability to understand and coordinate complex program activities within a small team of staff.
* Demonstrated commitment to worker’s rights.
* Ability to prepare and maintain accurate project reports and records in Lao and English
* Proficient in both Lao and English written and verbal communication.
* Understanding of and commitment to child protection, to gender equality, to inclusion of with disabilities and diverse social and cultural backgrounds.
* Experience and understanding of Occupational Health and Safety and/or Women’s Empowerment is highly desirable.
* Understanding and committed to gender and disability rights, child rights and child protection.

**Reports to:**

* APHEDA Lao Country Manager and in their absence, to the International Organiser.

**Functional relationships:**

In addition to the Programs Officer works directly with the Country Manager, the Finance Administration Officer, International Organiser and International Campaign Coordinator.

**Other terms:**

Union Aid Abroad – APHEDA is committed to children protection and to sexual abuse and exploitation prevention. Selected candidate will be required to provide a criminal record check prior to commencement of employment for each country in which the candidate has lived for 12 months or longer over the last 5 years and for each of the candidate’s countries of citizenship. The selected candidate will also be asked to sign Union Aid Abroad – APHEDA Code of Conduct; Child Protection Code of Conduct; and the Policy of sexual abuse and exploitation prevention (attached).

This position will be based in Vientiane, Laos and will involve occasional travel within Laos and overseas.

Terms and conditions of employment are as per the Laos staff policies and procedures and the Laos Government’s Labour Code.

The salary for this position is between US$ 600 to US$ 680 per month (net), based on qualifications and years of experience. Union Aid Abroad APHEDA includes superannuation, long service leave, personal leave loading and other entitlements, in addition to the net salary.