World Concern is a Christian global relief and development agency that extends opportunity and hope to people facing the most profound human challenges of extreme poverty. We serve nearly 5 million people in 16 countries, focusing on food security, child protection, education, maternal and child health, microfinance, vocational training, clean water and sanitation and disaster response.

**Position: Project Field Assistant**

**Location:** Pakse, Laos with frequent travel in covered villages of Phonthong District, Champasack Province

**Reports To:** Senior Project Officer

**Supervises:** N/A

**Contract Length:** One Year Renewable Based on Performance

**Purpose:** Guided by World Concern’s global strategic plan and WCL country strategic plan, the Project Field Assistant facilitates, coaches and supports communities to identify, plan and act to improve their quality of life and reduce the risks trafficking and unsafe migration. The Project Field Assistant implements the project's activities, builds the capacity of village volunteers and groups, and collects M&E to enable communities to learn and improve and for donor reporting under the MRRCD Project.

**RESPONSIBILITIES**

**Project Quality Implementation**

1. Assist and support in implementation of project activities within target villages following the project logical framework.
2. Support and facilitate village leadership training, coaching and self-assessment.
3. Support and facilitate small groups & focus group discussions to plan and implement micro-project initiatives.
4. Support and facilitate youth groups to meet, learn together and to implement service-learning projects.
5. Support and facilitate youth groups to lead awareness-raising campaigns on HIV/AIDS, protection, gender-based violence, WaSH, migration and trafficking, among others.
6. Support and facilitate to enable youth to learn life skills and to join vocational training courses.
7. Assist in small business development initiatives by youth and initiatives by target communities.
8. In times, stay overnight with host families within the village to build warm and supportive relationships within the villages.

**Planning and Timely Reporting**

1. Document and or develop activity reports based on the activities implemented in the field.
2. Assist in the preparation of Monthly Plans based on the annual project detailed implementation plan and log frame.
3. Assist in the preparation to provide timely needed reports and information for timely submission of Donor Reports and other mandated reports and requirements by the management.

**Quality Monitoring, Evaluation and Learning**

1. Collect simple Monitoring and Evaluation (M&E) information and beneficiary stories, to reflect and use this for learning and improvement and for donor reporting.
2. Support and facilitate Monitoring and Evaluation information be communicated back to villages in a way that encourages reflection and action.
3. Assist in the conduct of baseline and end line studies or assessment.
4. Assist in organizing the quarterly meeting, annual project reviews with government partners.

**Financial Management**

1. Ensure expenditures follow and comply with World Concern purchasing policies.
2. Assist in budget preparation and planning, analyzing variance reports, recommending adjustments and advising on program management decisions as necessary.

**Personal Development, Leadership and Mentoring**

1. Attend training, develop and self-assess competency profiles, receive coaching and be continuously learning and growing in ability to facilitate development.
2. Receive coaching and mentoring from co-community facilitator in the implementation of project activities within the target villages/area.
3. Other tasks that may assign and seek assistance from supervisor.

**REQUIRED EDUCATION, SKILLS & EXPERIENCE:**

1. Understand, articulate and support WCL vision, mission, core identity and values.
2. Strong soft skills in listening, reflecting, openness, flexibility, teamwork and learning.
3. High level of commitment and value for working with the poor and serving others.
4. Demonstrated spirit of service and cooperation in interaction with co-workers, supervisors and partners.
5. Proficient using MS Applications such as MS Word, MS Powerpoint and MS Excel.
6. Lao language fluency and basic-level English is required.
7. At least attained or finished vocational degree.
8. Ability to organize work, supervise others and work as part of a team.
9. Demonstrated reliability, trust worthiness, service minded and transparency
10. Willing to frequently travel to project areas.

**Preferred Education, Skills & Experience:**

1. Community-based facilitation, participatory-rural analysis (PRA), planning and analysis competency experience.
2. Communication for development (C4D) experience – proven ability in photography, taking and editing video footage, ability to facilitate photo voice in community.
3. Experience working in the communities especially with children and vulnerable adults.

**Working Conditions:**

1. Requires frequent travel to different project areas in Laos.
2. Urban living conditions with exposure at times to challenging living conditions.