



## **Cooperation for development and Support to local Knowledge Association (COSKA)**

*is a Lao non-governmental organisation working in Lao PDR since 2013 and officially registered in 2021. COSKA's interventions cover the following key development sectors: rural development, gender, WASH.*

### **Job Offer: Director**

#### **Background information:**

COSKA is a NPA with an official recognition from the Lao Government since 2021. COSKA has an office in Phongsaly Province and operates in Phongsaly and Oudomxay. COSKA has been engaging in Gender issues (e.g GBV, Gender Equality and Women Empowerment, Rural development, agriculture and Income Generating Activities).

COSKA and CCL have recently formalized a multi-year partnership agreement covering different activities related to climate change resilience, value chain development, biodiversity protection and women empowerment.

#### **SUMMARY :**

The Director is responsible for ensuring the good management of COSKA in terms of financial and human resources, organization development, fundraising and donor's contracts, public relation, projects monitoring and procedures development.

The Director has under his supervision 3 staffs: a Project Coordinator, a Community Development Officer and an accountant officer. The Director will work closely with the COSKA Board.

#### **MAIN RESPONSIBILITIES :**

##### **Financial, Administration and Human Resources Management:**

- Manage the COSKA budget and the donors' contracts
- Proceed to regular budget follow-up and gaps' analysis
- Ensure the accuracy and respect of the administrative and financial policies
- Development of narrative and financial proposals
- Manage and coordinate the COSKA team in a good spirit and in respect of the Lao Labor

Law

- Facilitate and support staff professional development
- Proceed to the staff recruitment and annual appraisal
- With the support of the team, write annual and donor's reports

##### **Operations:**

- Ensure the good implementation of the projects and monitor them with regular field visits, meetings and advises
- Support the COSKA team in the projects' implementation where needed
- Prepare and support the organization of project's evaluation and reviews
- Ensure the good implementation of the partnership with CCL and any other partnerships
- Along with the COSKA team, develop projects design, work plan and budget plan
- Monitoring of the local context evolution and identify new areas of intervention

**Public relation and official representation:**

- Manage national and local government relations
- Manage mass organizations relations
- Manage donors' relation
- Identification of potential new partnerships or working relations (e.g. learning exchanges etc...) for the organization
- Participation to seminars, conferences and or relevant events
- Promote COSKA work on different platforms for civil society organizations (networks, French Embassy, working groups etc...)

**Board relationships:**

- Attend all Board meetings and Board committee meetings
- Report to the Board
- Initiate and direct the development of policies for Board approval
- Provide the Board with adequate information to help it reach sound decisions and establish policies

**Qualifications and experience:**

- Education: Master in Rural development, Development & cooperation, farming business management, Social sciences, or admin and financial project management
- Working experience with international NGOs and/or Lao NPA specialised in Gender Equality/Women Empowerment, Rural and/or Agricultural development and/or Environment protection,
- Experience and knowledge in participatory community development,
- Experience as a director of NGO and/or Lao NPA would be an asset
- Ability to work in partnership with donors, local authorities, international and Lao partners and with ethnic minorities,
- Ability to write fundraising proposal, narrative and accounting reports for donors or development project partners
- Ability to represent an organization during official events,
- Ability to understand and speak English fluently and French would be an asset.
- Self-organization, autonomy, and good communication skills,
- Good knowledge of common computer applications: Windows, Excel, Word and Internet,
- Car & motorcycle driving license required,
- Women are encouraged to apply.

**Work location:** Vientiane and Phongsaly Province

**Duration:** 1 year contract

Candidates should send a letter of interest and their CV by the **23<sup>rd</sup> August 2024** to:

- COSKA President, Mrs. Manivone VORACHAK, [manirachak@gmail.com](mailto:manirachak@gmail.com)
- CCL Project Advisor GREEN, Mr Robert WILLIAMSON, [robert.williamson@ccl-laos.org](mailto:robert.williamson@ccl-laos.org)

*Shortlisted candidates will be invited for an interview First fortnight of September 2024*