Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children’s rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

**Mission:** Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

**Position Title:** Program Officer (Lao Nationality)

# Responsibilities:

* Develop ToR, and other necessary documents to obtain external technical assistance for effective project implementation.
* Manage the annual budget plan and ensuring monthly 97% burn rate of the given budget.
* Provide CDP and onsite visits to program beneficiaries to monitor progress, assess program effectiveness and provide feedback to the CDP manager and the technical team.
* IGG project design and making plan of IGG groups’ activity and monitoring.
* Provides documentation and status reports for donor requirements.
* Responsible for the collection and sharing of field level data and information for the development of concept papers and/or project proposals for resource mobilization purposes.
* Organize activities for capacity building of volunteers, target groups and program beneficiaries.
* Coordinating to project site for data collection for project preparation both CDPs and grant projects
* Conducting monthly, quarterly and annually monitor for activity implementation based on plan (POA, DIP, MLTSP etc.)
* Checking and follow up activity plan and report for OD team and CDP.
* Screening budget tracking, activity plan and report to OD manager
* To produce report (which may include data report, info graphs, briefing paper, and factsheet) to provide comprehensive report for upper Management on decision making.
* CSR/ER and special donor coordination for small and special project implementation based on OD manager assignment
* Develop activity plan and activity report for OD team traveling or activity implementation
* Translate project documents based on the assignment and interpret for expatriate occasionally
* Follow and support direction from OD manager, work smoothly and closely with HO and CDP staffs.
* Responsible for quality and effective program implementation in regular coordination with GN Global Partnership Center, GN GIF and GN Korea.
* Coordinating the implementation of the annual plan by ensuring that community-based Education & Health Project Operates smoothly and achieves the project goals and objectives.

# Qualifications and Experience

* Excellent knowledge and experience of project management with government and multilateral agencies, grant funded projects and experience of grant compliance procedures for major multilateral and bilateral donors.
* 3 years’ experience in development field with a university degree or 5 years’ experience preferably in implementation of projects/programs in the domain of development and protection, child rights or community empowerment.
* Good knowledge in community mobilization including participatory assessments, reviews, community training etc.
* Working knowledge in general office software applications (i.e., MS Word, Excel etc.)
* Demonstrated experience with the design, implementation, management and evaluation of early childhood development programs.
* Good oral/written communication and organizational skills.

# Skills

* Good level of proficiency in Windows Excel and quantitative and qualitative analysis
* Track record of success grant design and win rate, in partner and donor relations
* Ability to design M&E tools, surveys, surveillance systems, and evaluations
* Good reporting skills in English and Lao is essential for this position
* Have critical thinking,
* Demonstrated ability to train and build capacity of others
* Experience in an International Non-Governmental Organization (INGO) or non-profit association (NPA) or in the United Nations (desirable)
* Ability to work under stress, with high responsibility to deliver the assigned task on time

# Application Information

All interested candidates are required to submit their Cover Letter and CV via email (info@[gnlaos.org](mailto:gnlaos@gmail.com)) or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. Salary between 6,000,000 Lak – 8,000,000 Lak. Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 19th August 2024**

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| Organizations Name | Good Neighbors Laos |
| Type of Organization | INGO |
| Type of Position | Full-time |
| National/International Position | National only |
| Duration | One year contract (possible to renew) |
| Deadline | **19th August 2024.** |
| Province | Vientiane Capital |
| Contact Name |  |
| Telephone | 021 415711 or +856 20 5922 7222  (Ms. Chindavone) |
| Contact Email | [info@gnlaos.org](mailto:info@gnlaos.org) |
| Additional Information |  |
| Attachment |  |
| Last Edited |  |