



## JOB DESCRIPTION

<b>Employer:</b>	ADRA Lao PDR
<b>Position:</b>	National Program Officer
<b>Reports to:</b>	Program Lead
<b>Location:</b>	Vientiane, Lao PDR
<b>Remuneration:</b>	Determined based on qualifications & experience
<b>Expected Travel:</b>	Extended travel to the field expected
<b>Work Hours:</b>	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary
<b>Equipment:</b>	Office desk and furniture + laptop computer
<b>Requirements:</b>	Minimum three years' experience and relevant qualifications

### Position Summary

The Program Officer performs a variety of programmatic, financial, and administrative support to the Programs and Project teams as directed by the Program Lead. This may include but not limited to government relations; M&E and improving project implementation coordination and practice; designing new programs; and administrative and translation services.

### Core Competencies

#### RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; and builds wide and effective networks of contacts.

#### WRITING AND REPORTING

Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

#### LEARNING AND RESEARCHING

Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e., learns from successes and failures and seeks staff and individuals feedback).

#### ANALYSING

Analyzes numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

### Position Outcomes

1. ADRA Lao has increased program opportunities through effective partnerships with community, government, development partners, INGO's, international stakeholders, including the ADRA network.

2. ADRA Lao has an increased number of high-quality programs that are developed collaboratively, and efficiently managed and implemented.
3. The project teams are supported to collectively strengthen their development practice through reflective learning and modifying their approach to generate evidence-based results that makes greater impact.

## **Operational Process Roles**

### **Program Quality and Implementation**

Provide support to project teams to ensure project outcomes are being achieved, including:

- Coordinate with Project Managers to plan and track development implementation plans (DIP), project progress, and budget expenditure against the approved proposal, budget, and logic model.
- Review and improve interim, annual reports for donors and government partners.
- Support the development of concepts, proposals, budgets, project logic and monitoring frameworks for future projects or programs.
- Provide technical advice, support, training in areas of sectorial expertise (agriculture, health/nutrition, livelihoods, emergency management) as required.
- Lead the development of small project proposals and international volunteer programs such as Connections, community, or church groups.
- Focal point for Emergency responses, review National Emergency Management Plan annually, and prepare Response Activation Notifications when an emergency occurs..
- Undertake other activities and responsibilities as assigned by the Program Lead.

### **Monitoring, Evaluation and Learning**

- Support the development and implementation of project/program baseline, midterm, end of project surveys and assessments, performance management frameworks (PMF) in accordance with donor and government requirements.
- Support project surveys and assessments in the field, training data collectors and contributing to draft reports that outline a thorough analysis of evaluation findings.
- Support project staff to be more reflective in their practice and create a learning environment by researching new development strategies or learning approaches, tools, processes that can value add to project implementation and encourage and train project teams to adopt new approaches/tools.

### **Networking, Relationships and Communication**

Establish effective networks and good relationships with stakeholders and partners, including:

- Develop and maintain effective government relations, support the Memorandum of Understanding process for new projects with government partners at the Central, Provincial and District levels.
- Represent ADRA at ADRA regional network, development partner or INGO technical and sector wide working group forums and establishing strong working relationships for future collaboration.
- Establish strong rapport with the program team and raise any concerns with management as they may arise.
- Prepare and provide translation of official letters, documents, policies, procedures, reports, MOU's, from English-Lao and Lao-English and provide verbal translation as required.

## **Compliance Expectations**

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual and relevant policies and procedures
- ADRA Lao Finance Policies and Procedures Manual, relevant sections
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct and Ethics
- ADRA and donor communication and branding policies, compliance, standards and framework
- ADRA Lao National Emergency Management Plan and Safety and Security Plan

## **Key Selection Criteria**

- Degree in social science, project management or relevant field of study, Masters desirable
- Demonstrated professional experience of at least 3 years in monitoring, evaluation and learning systems, essential
- Demonstrated experience of 5 years implementing international development programs
- Demonstrated experience in management, government relations, translation, and report writing
- Proven technical expertise and skills in sectorial areas such as agriculture, health/nutrition, livelihoods, or emergency management
- Proven skills in analyzing data, problem solving, and conflict resolution
- Exceptional interpersonal and communication skills in English and Lao
- Proficient in MS office software programs and MEL systems an advantage.