



## JOB DESCRIPTION

<b>Employer:</b>	ADRA Lao PDR
<b>Position:</b>	Gender and Wash Officer
<b>Reports to:</b>	Project Manager
<b>Project:</b>	Integrated Nutrition and Health Initiative for Mokmai (INHIM)
<b>Location:</b>	Mokmai District, Xiengkhouang Province
<b>Remuneration:</b>	Determined based on qualifications & experience
<b>Expected Travel:</b>	Travel to the field, project offices and national office will be required
<b>Work Hours:</b>	Monday–Thursday 8am–5:30pm, Friday 8am to 12am – extended hours may be required
<b>Timeframe:</b>	Initial contract: 3 February to 31 Dec 2025 with annual extension to March 2028 dependent on funding and performance

### Position Summary

The Gender and Wash Officer performs a variety of technical and administrative functions including implementation and co-ordination of INHIM WASH and gender activities; partner and government relations; project reporting; networking; and monitoring and evaluation.

### Core Competencies

#### RELATING AND NETWORKING

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

#### PRESENT AND COMMUNICATING INFORMATION

Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

#### APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

#### PLANNING AND ORGANISING



Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

### **Position Outcomes (KPI's)**

1. Gender and Wash activities are efficiently managed according to the detailed work plan and budget and meet or exceed target.
2. Gender and Wash Officer learns lessons from implementation and continually strives to improve practice and gain greater impact by finding innovative ways to share knowledge and skills with counterparts and communities.
3. ADRA can report credible evidence-based results which measure the impact of interventions to government counterparts and donors.
4. Target beneficiaries and government counterparts have increased capacity and knowledge that will support sustainability of interventions into the future.

### **Operational Process Roles**

#### **Coordination of Gender and Wash Related Activities**

The Gender and Wash Officer will be responsible for the implementation of the project's Gender and Wash interventions, alongside Namsaat and Lao Women Union counterparts, including:

- Develop Community Led Total Sanitation (CLTS) and gender tools and resources that use participatory and Social and Behaviour Communication Change (SBCC) approaches and makes learning sessions interesting and engaging for community members
- Coordinate with Namsaat in applying the CLTS approach to construct latrines in 20 target villages and explain the different latrine designs available, materials required and cost, and the construction process
- Coordinate with suppliers the purchasing and transportation of materials to the village and provide technical support on how to construct the latrines
- Identify poor and vulnerable houses that have registered their desire to construct a latrine but do not have the means and provide a small subsidy of cement and ceramic pan towards the cost
- Support villages to become Open Defecation Free (ODF) and Model Healthy Villages (MHV)
- Coordinate training of trainers for health workers, village health volunteers, other implementing partners, and project team on transformative SRHR, nutrition, SGBV, PSHEA, and child protection
- Facilitate gender transformative awareness on SRHR, nutrition, SGBV, PSHEA, and child protection in target communities, including gender champions, and community awareness campaign on IWD and GBV activism
- Support and strengthen target villages in GBV prevention and management
- Be the focal point for all gender mainstreaming and conduct village wide gender awareness activities
- Build and strengthen strategic partnerships at the village and district levels to influence integrated nutrition-agriculture-WASH-gender specific programming initiatives
- Proactively develop and maintain positive relationships with government partners and village authorities and be a role model with strong work ethic, high standard of conduct and mentor and motivate partners and villagers



- Contribute to annual Detailed Implementation Planning process (DIP) and track progress against the DIP, log frame, PMF and budget
- Keep updated on technical and cultural aspects of WASH practices and gender related issues and be able to adjust the implementation strategy if necessary.

#### **Financial and Administration**

- Prepare financial documentation for all WASH and gender activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets on a daily basis and submit at the end of the month
- Adhere to all ADRA's financial policies and procedures including cash advances and reconciliations, and procurement
- Complete a biannual and annual performance evaluation and identify professional opportunities that may enhance your skills and knowledge to perform more effectively

#### **Reporting and M&E**

- Support the Programs team with project monitoring and evaluation including baseline, annual evaluations, quarterly monitoring of activities including human interest stories, focus groups, interviews, and donor monitoring visits
- Advise Project Manager of any new learning opportunities or ideas to improve project implementation and practice
- Prepare high-quality monthly activity reports for health and nutrition in line with DIP and logframe applying a participatory approach by involving community members in feedback sessions and submit to Project Manager on time
- Assist the Project Manager in the preparation of timely and quality donor and government reports and participate in government meetings as directed
- Undertake other activities and responsibilities as assigned by the Project Manager or Programs team.

#### **Compliance Expectations**

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

- ADRA Laos' HR Manual and relevant policies and procedures
- ADRA Laos' 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 Laos' GEDSI policy
- ADRA and donor communication and branding policies, compliance, standards and framework.

#### **Key Selection Criteria**

- Bachelor's degree in engineering, rural and community development, or relevant field of study
- Demonstrated professional experience of at least 3 years working with international development programs in mobilising communities and applying technical expertise, knowledge and skills
- Demonstrated experience working with government counterparts and multiple stakeholders to mobilise and implement project activities with solid understanding of Lao PDR health systems, protocols, policies, practices, and participatory approaches to rural development
- Ability to work independently, plan, prioritise, solve problems and make sound decisions



- Display a positive attitude and have exceptional interpersonal and communication skills; fluent in Lao language, with Khmu, Hmong and English language highly regarded
- Working knowledge of Microsoft Office software programs.
- Willingness to learn and develop capacity.

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