



The Asia Foundation's **Lao PDR Office** seeks a qualified and motivated **Lao national** for the position of **Program Officer**. The full-time post, full-time and will be based in Vientiane Capital, Lao PDR.

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by decades of experience and deep local expertise, our work across the region is focused on governance, women's empowerment and gender equality, inclusive economic growth, environment and climate action, and regional and international relations.

The **AMPLIFY: Amplifying Women's Peace Actions in ASEAN** is a 5-year regional initiative of The Asia Foundation and the New Zealand Ministry of Foreign Affairs and Trade (MFAT) that aims to mitigate the disproportionate impacts of conflict and insecurity on women in ASEAN and to strengthen peace actions through women's participation and receipt of benefits. The program is focused on Cambodia, Laos, and Myanmar/Thailand with three objectives:

1. ASEAN and ASEAN Member States demonstrate a meaningful commitment to women, peace, security, and advance knowledge and dialogue.
2. Civil society organizations in ASEAN influence women, peace and security commitments, and delivery of commitments.
3. Women meaningfully participate and lead in peace and security actions in areas vulnerable to insecurity so that responses are informed by women's voices and mitigate insecurity.

The **Program Officer** reports to AMPLIFY Laos' Program Manager and works closely with country and regional teams, including AMPLIFY Regional Program Manager and Regional MERL Specialist.

Duties and Responsibilities:

- **Program Implementation**
 - Support the AMPLIFY Lao Program Manager in the day-to-day management of AMPLIFY program planning, implementation of activities, and activity monitoring.
 - Liaise with stakeholders and partners, including subgrantees, in the effective implementation of AMPLIFY activities. Track ongoing activities of regional partners/grantees and ensure that timely updates and reports are received from partners/grantees.
 - Localize, implement, and review the AMPLIFY Regional MERL and communication Framework and develop Laos' country M&E and Coms plan including tools, methods, and processes to monitor and evaluate Amplify Laos activities.
 - Ensure quality assurance of subgrantees and that partners have the tools and capacities to meet the reporting requirements for Amplify results indicators. Contribute to the design and lead implementation of all project learning activities and work with technical staff to adapt project interventions based on the information captured through M&E and Coms activities.

- Update and refine internal tracking systems to maintain M&E data in an organized, secure, and easy-to-understand way.
- Support the design and implementation of flagship research activities and other research studies under the AMPLIFY program.
- **Communications**
 - Coordinate with Regional team, Global Communications Team and Lao PDR communications team to ensure production of country sensitive.
 - Work with the regional team (including communications consultant) and Laos PDR communications team to produce effective communications materials on WPS and the AMPLIFY program with specific target audiences (e.g. government, civil society), providing strategy on communication channels such as social media, websites, or other media reporting.
 - Support the production of communication material, most significant change stories, follow-up surveys, and interviews with beneficiaries, in coordination with program staff, as required.
- **Monitoring, Reporting and Evaluation**
 - Oversee data quality assurance (including field visits and spot checks to assess data accuracy and means of verifications) and data management to promote evidence-based programming, interpretation, and report writing.
 - Lead on Amplify Laos activities documentation, follow-up surveys, and interviews with beneficiaries in coordination with the program manager and regional MERL specialist.
 - Support the collection, verification, and reporting of M&E data from key partners, grantees, mentors, and technical specialists required in the M&E and Coms plans in compliance with donors and internal data quality and reporting requirements.
 - Contribute to semi-annual country reporting and annual donor reporting to the donor. Ensure that all data submitted to MFAT meets donor requirements and includes a narrative that documents data sources, assumptions, deviations from prior reports, and other potential data issues.
 - Support AMPLIFY partners (selected CSO grantees) and other partners to strengthen data gathering and reporting systems. Follow up with partners on reporting requirements and validate data.
 - Hold periodic and regular review and reflection exercises with partners and prepare data and insights for country and regional quarterly and other periodic reflections and review exercises.
 - Other relevant duties as assigned.

Qualifications:

- Minimum of a bachelor's degree focus focusing on quantitative and qualitative disciplines (i.e., social science, laws, politics, peace, conflict studies, economics, statistics, etc.).
- At least 3 years of professional experience in working with multi-partners and provincials for international development organizations or multi-location projects.

- Knowledgeable regarding peacebuilding, conflict transformation, gender equality and human rights.

Knowledge and Skills:

- Prior experience working with MFAT-funded projects is a plus.
- Knowledge of gender and social inclusion programming.
- Experience in PMER, and communication methodologies.
- Excellent data analysis and data management skills.
- Excellent communication and organization skills.
- Fluent in English (analytical writing skills in English is an essential requirement)
- Excellent computer skills (i.e., MS Word, Excel, graphic design, and databases).
- Ability to write, accurately, and concisely in both English and Lao.
- Ability to work independently and as a part of national and international staff teams.
- Highly organized and attentive to detail.
- Able to handle multiple tasks and projects in a deadline-driven environment.
- Excellent coordination, interpersonal, and leadership skills.

HOW TO APPLY:

Qualified candidates should submit a CV and Cover Letter as a single PDF document before the deadline **February 5th, 2025**, to country.laos.peopleandculture@asiafoundation.org or a hard copy to the TAF office at 23 Singha Road, Phonxay Village, Saysettha District, P.O. Box 8032, Vientiane Lao PDR. Applications will be reviewed on a rolling basis until suitable candidate is identified.

The Asia Foundation is an equal opportunity employer, providing personal and professional development opportunities to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.