

## Job Advertisement - Extended

**VA no.2025-18**

**HELVETAS Laos** is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

<b>Job title</b>	Development of Supplementary - Consultant
<b>Project</b>	<b>Public Information and Awareness Services for Vulnerable Communities (PIASVC) Project</b>
<b>Location</b>	Vientiane capital
<b>Duration of contract</b>	<b>15 days</b>
<b>Date of entry</b>	<b>1 May 2025</b>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Leading the facilitation of the Taskforce throughout the three phases of field guide development.</li> <li>• Reviewing existing materials, including the four TOT manuals, training materials, and current community-level dissemination tools.</li> <li>• Consulting with thematic experts and trainers involved in TOT Manual development, TOT delivery, and coaching activities.</li> <li>• Facilitating content development by working with the Taskforce to summarize, synthesize, and formulate the content of the supplementary field guides, especially on the dissemination methodology</li> </ul>
<b>Profile/Qualification</b>	<ul style="list-style-type: none"> <li>• Degree in social sciences, international studies, development or related field;</li> <li>• At least 5 years of professional experience with at least 3 years in capacity development related initiatives and projects, and two years of experience working in community outreach, awareness and networking/policy dialogue related initiatives;</li> <li>• Proven record of experience in designing and/or developing training/capacity-building/awareness material and tools;</li> <li>• Proven experience working with rural and ethnic communities in capacity development related projects</li> <li>• Proven experience in and the ability to facilitate capacity building and training for various stakeholders.</li> <li>• Understanding of land and natural resources management related issues in the context of Lao PDR;</li> <li>• Knowledge and understanding of the political, economic and social contextual factors of Laos in relation to the development sector.</li> <li>• High degree of computer literacy in Microsoft packages</li> <li>• Synthetic, able to capture essential information and result oriented</li> <li>• Excellent and demonstrable analytical skills.</li> <li>• Good written and spoken English language skills; Fluent in Lao</li> <li>• Ability to work well independently and demonstrate accountability for outputs with minimal direct supervision</li> </ul>

<b>Application address</b>	<p>Please prepare a CV highlighting your most relevant experience and a Cover letter detailing your specific experience in material customization/development and facilitation. When possible, please also provide an example of a project or a piece of work where you were directly involved in material development/customization. Please send your application (resume/CV and cover letter) via email to Jeanne Battello, PIASVC project Manager at <a href="mailto:jeanne.battello@helvetas.org">jeanne.battello@helvetas.org</a>.</p> <p>Please note only short-listed applicants will be contacted for interview.</p>
<b>Deadline for application</b>	<b>7 May 2025</b>
<b>Indication/Remarks</b>	<ul style="list-style-type: none"> <li>• Detailed job description can be made available on request to email address <a href="mailto:jeanne.battello@helvetas.org">jeanne.battello@helvetas.org</a></li> </ul>

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|  | <ul style="list-style-type: none"><li>• Only shortlisted candidates will be invited for an interview.</li><li>• Attractive salary and benefit package for the right candidate as per the HELVETAS Laos, Policies and Procedures</li></ul> |
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*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***