

## JOB DESCRIPTION

<b>Employer:</b>	ADRA Lao PDR
<b>Position:</b>	Agriculture 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: As soon as possible to 31 Dec 2025 with annual extension to February 2029 dependent on funding and performance

### Position Summary

The Agriculture Officer performs a variety of technical and administrative functions including implementation and co-ordination of the project’s cultivation and livestock 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**

- Agriculture (cultivation and livestock) activities are effectively and timely planned and conducted in line with project timelines (DIP) and budget and meet or exceed target.
- The Agriculture Officer learns and effectively records 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.
- ADRA can report credible and evidence-based results and measures the impact of interventions for meaningful reporting to GoL partners, and the donor.
- Target beneficiaries and government counterparts have increased capacity and knowledge that will support sustainability of interventions into the future.
- The Agriculture Officer actively contributes to ADRA's values and mission to create just and positive change through empowering partnerships and responsible action.

### **Operational Process Roles**

#### **Coordination of Cultivation / Agriculture Related Activities**

The Mobilisation Officer will be responsible for the implementation of the project's agriculture, sanitation, and gender awareness interventions, alongside DAFO, Namsaat, Lao Women Union counterparts, including:

- Develop agriculture tools and resources that use participatory and Social and Behaviour Communication Change (SBCC) approaches and makes learning sessions interesting and engaging for community members
- Mobilise villagers to understand that combining home vegetable gardens with small livestock is important as animals can provide natural fertilizers, weed and pest management while the home garden provides food scraps and fodder for the livestock; pigeon pea, Azola, rice bean, etc. as animal feed and soil improvement
- Coordinate training sessions in climate smart agriculture techniques and practices for home gardens in 20 target villages. Trainings to be held throughout the growing season at key growth phases, e.g. soil preparation, seedling production, transplanting, crop management, harvesting, seed saving, with topics including organic farming principles, companion planting, organic soil and pest management, water management including bucket drip irrigation and grey water use, seed saving as well as the nutritional value of locally available vegetables
- Coordinate training sessions in nutritional home garden and small livestock raising in 20 target villages. Trainings will include how to build enclosures or ponds, how to care for animals, breeding, feed requirements, vaccinations and disease management, and teach beneficiaries the importance of sustainably managing small livestock by consuming some to increase protein consumption and breeding some for future production/consumption/sale
- Conduct home gardens and small livestock raising monitoring visits to target households to provide ongoing technical support

- Coordinate with suppliers the purchasing and transportation of livestock assets and inputs to the village and provide technical support
- Identify poor and vulnerable households for small livestock raising and home garden interventions
- Be the focal point for all gender mainstreaming and conduct village wide gender awareness activities
- Strengthen and/or support village animal health management system and interventions
- Build and strengthen strategic partnerships at the village and district levels to influence integrated nutrition-agriculture specific 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

### **Financial and Administration**

- Prepare financial documentation for all agriculture activities accurately and present it to Project Manager or FAA in a timely manner.
- Complete detailed timesheets daily and submit them at the end of the month to the Project Manager.
- Adhere to all ADRA's financial policies and procedures including ADRA's Protection Policy, Code of Ethics, Gender Policy, Child Protection Policy and Code of Conduct, and Security procedures.
- Complete an annual performance evaluation and identify professional learning opportunities that may enhance competence, knowledge, skills, and job satisfaction.

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

- Contribute to the development of the annual detailed implementation plan (DIP) and track project progress against log frame, and budget.
- Provide regular rapport and contribute to effective monitoring and assessment and project reporting tasks by submitting sufficient data to the MEAL officer and the Project Manager.
- Support the Programs team with project monitoring and evaluation including baseline, midterm and end of project 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.  
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 Cultivation, Livestock, rural development, or relevant field of study.
- Demonstrated professional experience of at least 3 years as a project officer on international development programs applying technical expertise and experience in the field of work.
- Demonstrated good communication skills and displays team spirit while interacting with co-workers, supervisors, and project implementing partners.
- Ability to work independently, plan, prioritize, solve problems, and make responsible decisions in the assigned space.
- Fluent in Lao language; Khmu or Hmong language skills are an advantage.
- Working knowledge of Microsoft Office software programs.

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