**Job Description**

**Job Title:**  Program Quality and Development Manager

**Grade:** **6**

**Location:** Vientiane Capital (with frequent travel to the field)  
**Reports To:**  Deputy Country Director  
**Direct Reports:** MEL Team Leader  
**Duration:** untill 31-December-2025 (renewable upon funding and staff   
 performance) 

**Organisational Background:**

**HEALTH POVERTY ACTION (HPA):**

Founded in 1984, HPA is a UK-based international NGO dedicated to strengthening poor and marginalized communities in their struggle for health. Operating in Laos since 1994, HPA focuses on community-led projects and capacity building at provincial health departments, emphasizing disease control, nutrition, maternal and child health, and system strengthening.

**Job Purpose:**   
The Program Quality and Development (PQD) Manager plays a crucial role in enhancing the quality and development of HPA programs in Laos. This position focuses on strategic quality assurance, program development, and fostering a learning environment within the organization.

**Who we are looking for?**  
Are you a visionary and strategic leader in public health, driven by a passion for creating lasting change within marginalized communities? With an advanced degree in public health and demonstrated experience in a senior management capacity, you excel at translating complex health challenges into effective, high-quality programs. You are an analytical thinker with proven expertise in data analysis, a natural collaborator adept at engaging with government and international stakeholders, and a mentor dedicated to fostering a culture of continuous learning. Fluent in both Lao and English, you thrive on leading new initiatives and possess the drive to ensure technical excellence and tangible impact. If you are a dynamic professional committed to strengthening health systems in Laos, you are the candidate we are seeking to join our team.

**KEY RESPONSIBILITIES:**

1. **Program Quality and Development: (40%)**

* Develop and refine program quality benchmarks, ensuring alignment with international standards and the specific needs of underserved communities.
* Lead the design and implementation of the Quality and Learning Frameworks for HPA Laos, focusing on continuous improvement and technical excellence.
* Spearhead the development of new initiatives and adaptations of existing programs to meet evolving social and health challenges of Laos.

1. **Stakeholder Engagement and Collaboration: (20%)**

* Explore, establish and strengthen relationships with local government agencies, international partners, and other stakeholders to align HPA’s health initiatives with broader objectives.
* Represent HPA in national and sub-national forums, advocating for integrated and sustainable health solutions.

1. **Leadership in Knowledge Management and Learning: (20%)**

* Engage in continuous learning through workshops, seminars, and courses to stay at the forefront of health program management.
* Lead knowledge-sharing sessions among HPA and partners to disseminate the best practices and lessons learned, contributing towards the community that continuously learns
* Drive the professional development agenda within HPA by organizing workshops, seminars, and courses.

1. **Team Management: (20%)**

* Oversee the growth of Program Quality Unit, setting clear objectives and ensuring high performance.
* Report directly to the Senior Management Team with comprehensive updates and detailed program reports regularly.
* Facilitate regular review meetings with senior management to discuss progress, challenges, and strategies for program enhancement.

**SKILLS & QUALIFICATIONS**

* Proven expertise in data analysis and the ability to generate insightful reports for strategic decision-making.
* Advanced degree in public health or a related field is mandatory.
* Relevant certifications (e.g., PMP, PRINCE2) are highly desirable.
* Demonstrated experience in a mid- to senior-level management or advisory role, with a focus on program quality and development.
* Being able to work across multiple programs while maintaining deliverables of the projects.
* Fluency in Laos and English is mandatory

**Equal Opportunity Statement:** Health Poverty Action (HPA) is dedicated to creating an inclusive and diverse work environment. As an equal opportunity employer operating in Laos, we strongly encourage applications from all individuals, particularly those from underserved communities within Lao PDR. Our commitment to diversity is crucial as it enhances our ability to address the unique health challenges faced by these communities. We ensure that all employment practices, from recruitment to program management, are based on merit, qualifications, and abilities, aligned with our mission to improve health equities and foster continuous learning and technical excellence in challenging conditions.

**Safeguarding Statement**: Health Poverty Action is committed to safeguarding the rights of all individuals, particularly adults and children, from abuse and exploitation. We require our staff and volunteers to adhere strictly to our principles, which mandate the prevention of sexual and all other forms of exploitation and abuse, ensuring a safe environment for everyone we work with.

Applications will be accepted **only via email** to [**sabaidee@healthpovertyaction.org**](mailto:sabaidee@healthpovertyaction.org)**.**

Applications should enclose:

1. a CV,
2. a cover letter, and
3. contact details of at least two professional referees.
4. Expected monthly salary in Lao Kip must be mentioned in the cover letter.

Applicants must have legal rights to work in Laos. HPA, unfortunately, cannot sponsor work visas for this position.

**The closing date for applications is 27 June 2025.**

We encourage applicants to apply without waiting until the closing date. The screening and interviews may be conducted before the closing date. Late applications will not be accepted.