

## Job Description

<b>Job title</b>	Project Manager for the Access to Land - Lao Women's Economic Development (ALLOWED) project
<b>Responsible to</b>	Cord Laos Country Representative
<b>Responsible for</b>	Small Grant and Women's Economic Empowerment Advisor and Project Officer
<b>Key internal relationships</b>	Senior Finance Officer Operations Officer Monitoring and Evaluation Officer Program Quality Lead
<b>Key external relationships</b>	Ministry of Agriculture and Forestry Department of Planning Relevant government counterparts in Savannakhet, Champassak and Bokeo Provinces MHP Program Coordinator MHP Finance Officer
<b>Location</b>	Cord Laos office in Vientiane capital with travel to provinces
<b>Status</b>	Full-time  Initial Contract Duration of 1 year with possible 2-year extension

## JOB CONTEXT

Cord is an international non-governmental organisation with administrative headquarters in the United Kingdom and operational staff teams in Africa and Asia. Cord builds peace through working in partnership with both civil society and governments in development contexts across the conflict spectrum, resulting in the increased capacity of individuals, organisations and societies to further their economic and social development.

Cord has a presence in Laos since 2011. Cord Laos is a small multi-disciplinary team of technical national and international experts that deliver initiatives to develop the capacity of communities, civil society and government. Cord works in partnership with a range of stakeholders and has a multi-donor, multi-partner programme. Cord in Laos provides capacity and institutional development to local civil society organisations and government partners through mentoring, coaching, training and provision of advisory/technical support. Cord is committed to strengthening the capacity of Lao civil society to contribute to the development goals of Lao PDR and provides practical support to increase the credibility of CSOs by improving practice and demonstrating effective joint action by communities, civil society and local authorities. Funded by the European Union the Access to Land - Lao Women's Economic Development (ALLOWED) will operate from 2025-2029 in 4 districts in 3 provinces.

The ALLOWED Project Manager is based in Vientiane capital and is expected to frequently travel to field project sites in Bokeo Province in Paktha District and Phaudom Districts, Savannakhet Province in Xonnabouly District, and Champassak Province in Khong District.

The PM is responsible for the overall implementation of the project activities, including budget oversight and project level M&E. The PM will ensure the coordination with the MOU partner to carry out the approved workplan too support women in target villages to have greater access to and control over economic assets as a result of collective efforts and entrepreneurship, secure access to land, participation in land and forest management and address harmful gender norms that exclude them from decision-making, leading to improved economic agency.

## JOB PURPOSE

The PM plays a lead role in coordination and management of the project implementation to accomplish the theory of change for ALLOWED which works across multiple levels: If women have the skills, confidence and technical knowledge to step into leadership positions, and if there is an enabling environment for them to participate in land management processes and advocate for their rights, including the support of their male counterparts, then they will have improved voice and agency in securing their access to land, resulting in greater security in land access. If women are equipped with the necessary skills and resources, including the aforementioned access to land, to develop sustainable and profitable businesses then women in Laos will be economically empowered and financially resilient.

The PM is responsible for working with the CR and PQL to ensure all aspects of the project implementation including planning, management, monitoring and reporting of project activities are done at the highest quality level. The PM organizes the project execution in line with the project objectives and the MOU.

This position is designated for **LAO NATIONALS** only. **If you have applied to this position in the past, please note that we are seeking new candidates for consideration.**

## AREAS OF RESPONSIBILITY

### Project Implementation and Management

- Provide administrative and logistic support for project activity implementation.
- Act as the technical lead for Land and Forest Management components.
- With support coordinate with project partners to develop clear implementation plans.
- Support implementing partners and direct beneficiaries in the implementation of activities.
- With support from the CR prepare expenditure plans in compliance with the budget and relevant policies and requirements.
- Develop and regularly review and adapt the project workplan.

### Monitoring and Evaluation

- With support from the CR and M&E officer develop project monitoring and evaluation framework and tools in line with the Logframe and Cord procedures and internal tools.

- Ensure that the project's monitoring and evaluation is carried out in line with the project outline and regularly updated.
- Support partners to monitor the project effectively, facilitating periodic evaluation processes, joining up monitoring & evaluation, and ensuring that learning feeds back into project improvement and wider organisational learning.
- Actively participate in regular wider organisational M&E activities such as Outcome Harvesting workshops

### **Reporting**

- Draft regular narrative reporting and ensure timely submission.
- With support from finance team and CR prepare internal and external reports as requested for technical and financial reporting in accordance with Donor and Government counterpart guidelines.

### **Partnership Management**

- Work with Senior Finance Officer to reconcile financial reports of partners.
- Support sub-grant partners in person or online to account for and report in line with Cord and donor requirements.
- With support prepare all contracts between Cord and grant recipients and ensure due diligence assessment and overall compliance.

## **PERSON SPECIFICATION**

### ***Experience***

- 3-5 years' experience in coordination and management of European Union funded projects is required
- 5-10 years' experience working with and/or remotely supporting rural communities on land rights and/or agricultural and forest land management.
- Demonstrated experience in the implementation of M&E processes.
- Experience in providing capacity building to local NPAs.
- Experience of planning events, including logistical arrangements, budget planning, agenda setting, inviting delegates and event follow-up.

### ***Skills & Abilities***

- Ability to communicate fluently in English, both verbally and in writing, is required.
- Proven organisational and project management skills.
- Ability to analyse and synthesise information.
- Ability to work in close collaboration with others in remote field offices and adopting mentoring and peacebuilding approach.
- Excellent computer skills (Microsoft 365)
- Flexibility and ability to work independently and to manage multiple priorities at the same time
- Excellent report writing skills (both in Lao and in English).
- Demonstrated ability to manage complex relationships

### ***Knowledge and education***

- Degree or equivalent in forestry, natural resource management, environment or relevant field
- Knowledge of partnership approaches to development a plus

- Understanding of the rights-based approaches to development and peacebuilding programmes.
- Demonstrated understanding land context and tenure challenges in Laos a plus
- Knowledge of internal processes of international humanitarian and development organisations and their operations.

***Attitudes and values***

- Commitment to Cord's mission and values. (<https://cord.org.uk/about-us/vision-mission-and-values/>)
- Commitment to teamwork and collaboration.
- Positive, able and willing to provide support to team and partners.
- Willingness to support an active and engaged civil society.
- Willingness to travel occasionally within provinces in Laos.
- Demonstrated commitment to peace and a vibrant civil society.
- Patience and persistence to develop relationships with a range of stakeholders.
- Commitment to reflection and personal/ professional learning.
- Well organized, self-directed and proactive in seeking out opportunities.
- Flexible and adaptable.
- High standards of professionalism.
- Honesty, humility and integrity.

To apply: Submit your CV and cover letter to [laosoffice@cord.org.uk](mailto:laosoffice@cord.org.uk) by 07/09/2025. This position is open to Lao Nationals Only.

