

## Vacancy Announcement Provincial Coordinator

### About SNV

SNV is a mission-driven global development partner rooted in the contexts and societies where we work. We are driven by a vision of a better world. A world where across every society, all people live with dignity and have equitable opportunities to thrive sustainably.

Inspired by the transformational principles and objectives set out by the SDGs, we are committed to building resilient agri-food systems that deliver food security and adequate nutrition; to increase the reliability and availability of water and sanitation at an acceptable quantity and quality, and improve access to affordable and sustainable energy for all.

SNV in partnership with WFP is implementing a nutrition-sensitive agriculture project under component 4 of the Sustainable Rural Infrastructure and Watershed Management Sector Project (SRIWMSP) and a sister project under the Global Agriculture and Food Security Program (GAFSP). The project is being implemented in Houaphanh and Xiengkhouang provinces.

The aim of the project is to improve household nutrition through the production of nutrient-dense crops at the household level. The project focuses on ensuring year-round availability of four food groups: carbohydrates, vegetables, fruits and legumes for household consumption. The project builds the capacity of District Agriculture staff to use participatory approaches to take stock of the gaps and needs of the community as well as strengthens the technical capacity of extension services to provide need based trainings using agroecological practices.

SNV is looking for a dynamic, enthusiastic, and full-time Provincial Coordinator based in SamNuea, Houaphanh Province to support the implementation of project activities.

### Purpose of the job

The Provincial Coordinator leads and manages the planning, coordination, implementation, and monitoring of the project. The coordinator supervises the workforce of the project and delivers the project activities within scope, budget, timeline and acceptable quality levels along the commitments specified in the contracts signed with the donor(s) and other relevant stakeholders. The Provincial Coordinator works in line with SNV standards, SNV's approach to project management and donor regulations, to achieve high quality and achieve the agreed results and deliverables of the project.

### Key responsibilities

Under the direct supervision of the Programme Manager in charge of the Nutrition Programme of SRIWMSP the provincial coordinator will undertake the following tasks:

- Lead day-to-day management of the project in the province, ensuring the timely delivery of activities in the field. This will include periodic planning of activities, coordination with the project team and government stakeholders, and regular monitoring of field activities to ensure the quality standards.
- Coordinate with technical advisors on agriculture, nutrition, and MEL to ensure integration of nutrition-sensitive approaches. This includes facilitation of selecting nutrient-dense crops and integrating cooking demonstration and other SBCC campaigns with the harvesting calendar.

- Monitor progress against work plans and budgets, and adjust activities as required.
- Travels frequently to the target districts and villages to ensure the quality of the deliverables and ensure sufficient technical input to meet the quality standards.
- Ensures collection, consolidation, and review of project information.
- Writes monthly progress reports.
- Fully understands procurement and complies with requirements and contracts.
- Guides, develops, coaches, and motivates team members and prepares resource estimation based on the forecast.

### Qualifications

The Provincial Coordinator should have the following qualifications, experience and competencies:

- Bachelor's degree in agriculture, nutrition or related field
- At least five years of relevant experience in development work and project implementation and coordination
- Good analytical and IT skills
- Fluency in both oral and written communication in Lao and English

### Competencies

- **Planning and organising**  
The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals.
- **Communication**  
The ability to communicate in clear language and to adjust one's use of language to the audience's level, making sure ideas and essence are understood by the audience.
- **Problem analysis**  
The ability to detect problems, recognise important information and link various data to trace potential causes and look for relevant details.
- **Result Orientation**  
The ability to take direct action in order to attain or exceed objectives.
- **Focus on Quality**  
Setting high quality standards and striving for continuous improvement and quality assurance.

### Additional Information

Contract Type and Duration: 18 months with possibility of extension

Contract Type: Open to national candidates

Duty Stations: Sam Nuea District, Houaphanh Province

Desired Start Date: 1 Nov 2025

### Key Steps in the Selection Process

1. If you believe that your credentials meet the outlined profile, we invite you to apply by uploading your CV (not more than three pages with three referees) and motivation letter (not more than 1 page) by clicking on the "I'm interested" button on SmartRecruiter: <https://smrtr.io/t-5qc> **before 17th October 2025**
2. We will require you to provide us with the details of three people willing to act as referees. We will not contact these referees without your explicit permission. Please note that reference checks may be conducted before the selection decision.
3. Should SNV wish to proceed with your application, two interviews with the Selection Committee will occur.
4. After your interviews with the Selection Committee, we will advise you of the Committee's decision as soon as possible.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**Working at SNV**

SNV offers a challenging work environment, opportunities to lead and innovate, and a commitment to growing your skills in a fulfilling and diverse working environment. Our staff benefit from, and contribute to, an internal and global network of experts.

SNV provides a competitive salary and benefit package including Pension fund, Severance, 13th Month Salary, Insurance for staffs (Life, Accident and Health), Health insurance for family members (spouse, children), Education Support for employee's children, Annual Medical check-up for the staff.

SNV is an equal opportunities employer and female candidates are strongly encouraged to apply. For more information, please visit our website: [www.snv.org](http://www.snv.org)

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