



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	SARLI II Business Development Officer
Reports to:	SARLI II Project Manager
Project:	Sustainable Agriculture and Rural Livelihoods Initiative (SARLI) Phase II
Location:	Xiengkhouang Province (60%) and Vientiane Province (40%)
Remuneration:	Determined based on qualifications & experience
Term of contract:	2 January 2026 to 31 December 2026 with annual extension till the end of the project
Expected Travel:	Travel to the field (Xienkhouang and Vientiane) and national office expected
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary
Equipment:	Office desk and furniture + laptop computer and printer
Requirements:	Minimum three years’ development and technical experience and relevant qualifications

Position Summary

The Business Development Officer will perform a variety of technical and administrative functions including implementation, coordination, and mobilisation of farmer organisations to increase product value, link to sustainable business markets, and organizational management and have improved livelihoods, using a market led production approach.

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.

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.

ENTREPRENUERIAL AND COMMERCIAL THINKING

Identifies business opportunities for farmer organizations; demonstrates financial competency; understands market/funding trends; thinks in terms of profit, loss and added value.

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

1. Business development activities are efficiently and effectively managed according to annual detailed implementation work plans and budget allocations and meet or exceed performance targets.
2. Farmer Organisations have increased capacity and are equipped with the knowledge and skills to identify market and business opportunities/partnerships to improve livelihoods.
3. Innovative and new ways to share knowledge and skills with counterparts and communities are developed and implemented which will contribute to greater project impact and future sustainability.
4. ADRA can report credible evidence-based results which measure the impact of project interventions to government agencies and donors.

Operational Process Roles

Business Development

- Review and update existing FO structures to enhance the inclusion of youth and vulnerable farmers
- Link inclusive Fos with farmer and/or GAP- related networks
- Identify suitable young agripreneurs and administer business development grants.
- Conduct assessments to determine FOs specific needs, challenges, gaps and opportunities, and design targeted support for FOs to better manage their operations and overall growth
- Support FOs to review and update business plans with smart indicators and targets based on FOs capacity, current crops, and market potential, and support them to operationalise and implement business plans
- Train FOs and young agripreneurs in value chain development and market linkage
- Coordinate with implementing partners and organise local-national cross learning, market promotion exhibitions, and networking events to showcase GAP products and create business partnerships
- Coordinate and/or training implementing partners in SBCC approach to promote food safety and awareness campaigns online and/or offline at village, district, and provincial levels
- Coordinate social media marketing training and online ads campaign to promote the sale of GAP products
- Coordinate and/or training inclusive FOs on governance, documentation, reporting, finance and accounting, leadership, and gender and inclusion
- Provide FOs with business development services, capacity building, business coaching, and monitor progress

Financial Management

- Prepare financial documentation for all business development activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets daily and submit them to Project Manager at the end of the month
- Maintain organized and efficient filing or documentation of all business development-related activities

- Adhere to all ADRA's financial policies and procedures including cash advances and reconciliations, and procurement
- Complete a biannual and annual performance evaluation and identify professional opportunities that may enhance your skills and knowledge to perform more effectively.

Partner and Government Relations

- Develop and maintain positive, strong relationships with ADRA government partners, SARLI II sub-contracted partners, other INGOs, stakeholders and organisations
- Represent ADRA at government, development partner / INGO technical and sector working group meetings and establish strong working relationships for future collaboration.

Reporting and M&E

- Support the Programs team with project monitoring and evaluations including the baseline, mid-term, and end of project reviews; donor monitoring visits; quarterly monitoring of activities including human interest stories, focus group discussions and interviews
- Prepare high-quality monthly activity reports in line with DIP and logframe applying a participatory approach by involving FO members in feedback sessions and submit to Project Manager on time
- Assist the Project Manager in the preparation of timely and quality donor and government reports and participate in government meetings as directed

Other Responsibilities

- 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 Lao HR Manual and relevant policies and procedures
- ADRA Lao 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 and donor communication and branding policies, compliance, standards and framework.

Key Selection Criteria

- Bachelor's degree in business management, economics, marketing, agriculture, development, or relevant field of study, Master highly desirable
- Demonstrated professional experience of at least 3 years in business planning and management, microfinance, and development
- Demonstrated experience supporting young farmers, small producer groups or microenterprises, highly desirable
- Demonstrated technical expertise and experience in marketing, business planning, economic development, value chains
- Demonstrated experience in government relations and writing high quality reports, essential
- Proven skills in making sound decisions, problem solving, conflict resolution, and analysing, and interpreting data

- Display a positive attitude and have exceptional interpersonal and communication skills; fluent in Lao language; with Khmu, Hmong and English language highly regarded
- Able to travel or based in both Xiengkhouang and Vientiane Province
- Proficient in MS Office software programs.