

JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	SARLI II Climate Change 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 and 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
Requirements:	Minimum three years’ experience and relevant qualifications

Position Summary

The Climate Change Officer will perform a variety of technical and administrative functions including implementation, coordination, mobilization of farmer organisations and deliver climate change adaptation and mitigation actions to increase their resiliency to climate change impacts on farming production.

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.

PRESENTING 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

1. Climate Smart Agriculture activities are efficiently and effectively managed, incorporating Good Agriculture Practices, according to the annual detailed implementation 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 implement climate smart agriculture interventions along with GAP principles and are able to adapt agricultural practices to mitigate against climate change.
3. Innovative and new ways to share knowledge, skills and methods 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

Climate Change

- Manage all responsibilities of the delivery and implementation of SARLI climate change related measures to mitigate and support adoption of improved Climate Smart Agriculture (CSA) practices along with Good Agriculture Practices (GAP) that will enhance farmers resilience for future climate changes and food safety.
- Develop Climate Smart Agriculture IEC materials, tools, guidelines, and training modules
- Coordinate with implementing partners to train Farmer Organisations (FOs) in CSA initiatives and Climate Smart Farmer Field School
- Support implementing partners in conducting an institutional capacity assessment by observing their current CSA practices, test their existing knowledge and understanding of CSA and assess their interest, willingness and commitment to adopt CSA practices
- Identify and train 20 FO pest management specialists and provide continued support to strengthen their capacity
- Support FOs to adopt and monitor progress of all CSA and GAP initiatives and help FOs to train other farmers
- Identify active FOs and administer the CSA Innovation grants in Xiengkhouang and Vientiane Provinces
- Support and strengthen Climate Smart Farmer Field Schools in Xiengkhouang and Vientiane Provinces to become active learning hubs/models
- Identify potential action research topics and methodology that will improve and inform agricultural resilience to climate change in Xiengkhouang and Vientiane Provinces (e.g. may include the use of smart technology, monitoring seasonal changes, measuring rainfall and patterns, using drought and pest resilient seeds and local regenerating seeds, pest management, etc.)
- Train up to 8 research volunteers in action research methodology, implementation, data collection, and documentation
- Conduct action research in Xiengkhouang and Vientiane Provinces and meet with Village Research Volunteers per need and monitor progress
- Prepare action research data and findings to Project Manager for review, analysis, and reporting
- Put research recommendations into action to transfer knowledge and improve agricultural resilience to climate change and enhance project implementation
- Mainstreaming/incorporating GAP principles in CSA initiatives to increase synergy between production and food safety or GAP certification
- 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 allocations

- Keep updated on technical and cultural aspects of climate smart agriculture, climate change adaptation, climate change mitigation practices and be able to adjust the implementation strategy if necessary.

Financial and Administration

- Prepare financial documentation for all agriculture activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets daily and submit at the end of the month
- Maintain organized and efficient filing or documentation of all agriculture-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 INGO's, stakeholders and organisations
- Represent ADRA at government, development partner / technical and sectoral 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 agriculture, climate change, rural or community development, or relevant field of study, Master highly desirable
- Demonstrated professional experience of at least 3 years working with international development programs in mobilising communities and applying technical expertise, knowledge, and skills
- Demonstrated technical expertise and experience supporting farmers in agriculture and climate change initiatives



- Demonstrated technical experience working with young farmers and the application of innovative agricultural technologies and practices
- Demonstrated experience working with government counterparts and multiple stakeholders to mobilise and implement project activities with solid understanding of Lao PDR agriculture systems, protocols, policies, practices, and participatory approaches to rural development
- Ability to work independently, plan, prioritise, solve problems, and make sound decisions
- 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
- Working knowledge of Microsoft Office software programs.