



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	SARLI II Project Manager
Reports to:	Program Lead
Staff reporting to this position:	All SARLI II Project Staff and designated SAEDA field staff
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 five years' management and technical experience and relevant qualifications

Position Summary

The Project Manager performs a variety of management and administrative functions including project, financial, and staff management; partner and government relations; project reporting; and monitoring and evaluation coordination.

Core Competencies

LEADING AND SUPERVISING

Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour; gives regular feedback.

WRITING AND REPORTING

Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

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.

ADAPTING AND RESPONDING TO CHANGE

Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Position Outcomes

1. SARLI II is efficiently and effectively managed and meets or exceeds performance management indicators.
2. SARLI II is a learning environment where innovation is identified and encouraged, human interest stories and lessons learned are documented and research findings are shared to improve ADRA's profile and reputation at the national and local levels in Good Agriculture Practice (GAP) and Climate Smart Agriculture (CSA) sector.
3. SARLI II target beneficiaries, implementing partners, local partners and ADRA team have increased capacity and knowledge that is being applied to generate more evidence-based results that can be scaled up which are making greater positive impact.
4. ADRA Lao and SARLI II have more effective relationships with government, local partners, INGO's, stakeholders and donors which enhances future collaboration partnership opportunities.

Operational Process Roles

Project Management

- Manage all responsibilities of the delivery and implementation of the SARLI II project
- Coordinate the development of annual development implementation plans (DIP) and monthly track project progress against log frame, performance management framework, and budget
- Proactively coordinate with government counterparts on all activities, meetings, presentations, evaluations and finalise meeting documentation and reports according to government, ADRA and donor standards
- Ensure SARLI II activities are in line with current government strategic plans and priorities
- Report any important matters or learning opportunities arising from project implementation to Program Lead
- Collaborate closely with the national program team and participate in relevant management meetings as required by the national office
- Participate and contribute to ADRA's Program Committee (ProCOM)

Financial Management

- Supervise the project team in Xiengkhouang and Vientiane Provinces to ensure accurate financial documentation is submitted in a timely manner to the national office according to financial policies and procedures
- Manage activity and project office budget allocations and track expenditure each month
- Directly supervise and delegate finance and administrative responsibilities to the Finance/Admin Assistant as required
- Support the national office finance team to monitor the implementation of financial policies and procedures at the field offices.

Staff Management

- Assist the Program Lead and Admin & HR Senior Officer in the recruitment and contracting of high calibre SARLI II project staff, consultants, and contractors
- Lead and manage the project team in Xiengkhouang and Vientiane Provinces, including the assigned SAEDA staff - be a role model by mentoring, and motivating them to be professional, have a strong work ethic, and a high standard of conduct, and encourage them to be more reflective in their practice by creating a learning environment that tries different approaches, utilises innovative tools and resources to improve performance and project implementation
- Follow HR policies and procedures and investigate and report all disciplinary issues to the Admin & HR Senior Officer or Country Director
- Undertake bi-annual and annual performance evaluation reviews of all project staff and provide support and performance management if, and when required

- In partnership with staff and the Admin & HR Senior Officer identify professional development opportunities for project staff that will enhance their skills and knowledge to perform be more effective
- Ensure that project staff understand and follow ADRA HR policies and procedures including the Protection Policy, Child Protection Policy and Child Protection Code of Conduct, Gender Policy, and Security Procedures.

Reporting and M&E

- Prepare timely high-quality project reports (monthly, quarterly, and/or annual) for both the government and donor, applying a participatory approach by involving community members, government counterparts, local partners, and ADRA project team
- Support the Programs team in project evaluations (baseline/midterm/end of project) and monitoring of activities including human interest stories, focus groups, interviews
- Support donor M&E visits.

Partner and Government Relations

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

Emergency Response

- Collaborate and monitor risks and emergency events within the project target areas
- When called for, facilitate and/or participate in the implementation of ADRA's National Emergency Management/Response Plan (NEMP)

Other Responsibilities

- Undertake other activities and responsibilities as assigned by the Program Lead and/or Country Director.

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, project management, rural and community development, or relevant field of study, Master highly desirable
- Demonstrated professional and management experience of at least 5 years as a project manager of international development programs
- Demonstrated technical expertise and experience in agriculture, climate change, economic development, value chains, and producer groups
- Demonstrated experience in government relations and writing high-quality reports, essential
- Proven skills in making sound decisions, problem solving, conflict resolution, and analyzing and interpreting data
- Exceptional interpersonal, communication and networking skills in Lao and English essential
- Able to travel or based in both Xiengkhouang and Vientiane Province
- Proficient in MS Office software programs.