



JOB DESCRIPTION

Job Title	Project Officer Agriculture and Land
Responsible to	ALLOWED Project Manager
Responsible for	No direct line management responsibilities
Key internal relationships	Small Grants and Women's Empowerment Advisor M&E and Communications Officer Finance officer Operational Officer
Location	Primarily based in Savannakhet and/or Champasak Provinces with preference for those based in Xonnabouly or Kong Districts. Frequent travel between districts required. *Relocation allowance will not be provided*
Contract	Full-time
Start Date	February 2026
Salary range	Salary based on relevant skills and experience

Job Context

Cord is an international Non-Governmental Organisation (iNGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos. Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflicts. We believe that people can only flourish where strong relationships exist between governments, civil Society and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development, better governance and people's rights being represented. Cord is looking for people who are passionate about seeing positive change in our world and want to join a small and committed team.

Cord has been present in Lao PDR since 2011, with a dedicated team of national and international experts supporting communities, civil society organizations (CSOs), and government partners. Cord Laos implements a range of initiatives focused on capacity development, institutional strengthening, and inclusive governance, delivered through mentoring, coaching, training, and technical advisory support. Cord is committed to empowering Lao civil society to contribute effectively to the country's development goals and to promote collaboration between communities, CSOs, and local authorities.

The Access to Land – Lao Women's Economic Development (ALLOWED) project, funded by the European Union, will be implemented from 2025–2029 in four districts across three provinces. The project aims to strengthen women's access to and control over land and natural resources, improve agricultural productivity and livelihoods, and promote gender equality in land governance and economic development.

Job Purpose

The Project Officer will be based in one of the target provinces in Southern Laos, will work directly with Women Focused Civil Society Organizations and the project primary targets Village Land and Forest Committees and the Women Leaders groups that sit underneath them in the two southern districts: Xonnabouly, SVK and Kong, CHP. He/she will be responsible for the co-ordination and implementation of activities, including monitoring of project activities and FS to WFOs in the provinces through coaching and monitoring activities. The PO will work directly with local authorities and VLFCs on issues of land management and land tenure and provided on-going support to SHGs in the two provinces.

Areas of Responsibility

- DIRECT SERVICE DELIVERY

1/ Project Implementation

Assist the Project Manager in planning, coordinating, and implementing field activities related to sustainable agriculture, land management, and community land rights in Xonnabouly and Kong Districts providing technical assistance to WFOs, VLFCs, and WLC through training, mentoring and coaching.

- Support capacity-building initiatives to enhance women's skills, knowledge, and confidence, enabling them to understand and exercise their rights to participate in agricultural land and forest management and to strengthen their economic empowerment.
- Assist in protecting and strengthening women's access to and management of land by promoting their active participation and agency in Participatory Land Use Planning (PLUP) and Participatory Agricultural Land Management (PALM) review processes, with the aim of maximizing economic empowerment.
- Support efforts to promote women's economic asset management and sustainable business development, including facilitating access to necessary financial support.
- Facilitate village-level consultations, awareness-raising activities, and training sessions on land use planning, gender equality and land rights, and climate-smart agriculture.
- Ensure that all activities are implemented in accordance with project work plans, budgets, and donor requirements.
- Provide technical and logistical support to ensure timely delivery of field activities and high-quality outputs.
- Prepare and submit periodic progress reports to the Project Manager on project implementation.

2/ Coordination

- Support coordination with GOL counterparts and CSO co implementing parties at provincial and district levels to organize and implement project activities in accordance with the approved project work plan, and budget.
- Ensure effective communication with communities, including organizing consultations, disseminating project information, supporting grievance mechanisms, and ensuring meaningful participation of women and vulnerable groups.
- Assist facilitation of CoP and peer-to-peer learning/sharing groups between WFOs and WLCs and help identify key outcomes of peer-to-peer learning groups, including shared knowledge, best practices and opportunities for collaboration.

3/ Monitoring and Reporting

- Provide field-level support for monitoring and evaluation, including data collection, verification, documentation of progress, and feedback from communities, to inform M&E reports required
- Provide timely updates and periodic field reports to the Project Manager, highlighting progress, challenges, risks, and recommendations to strengthen implementation.

5/ Other

- Supports external communication and visibility efforts of the Programme;
- Supports Programme M&E activities and Programme Reporting;
- Actively contributes to a positive learning environment within partners
- Participates in regular project team meetings, trainings and other workshops when needed

PERSON SPECIFICATION

Experience

- A BA in Agriculture, Land Management, Natural Resource Management or related and/or minimum of 5 years of relevant professional experience in agriculture, land management, or rural development projects, preferably with international or national development organizations.
- Experience in project coordination, including developing and implementing project plans, tracking progress, and reporting on results.
- Demonstrated understanding of provincial and local contexts in Champasack and/or Savannakhet.
- Fluency in another ethnic language of Lao PDR would be desirable
- Proven experience in community engagement, participatory planning, and coordination with government authorities and development partners.
- Experience of M&E processes and tools
- Understanding of development and peacebuilding programmes

Skills & Abilities

- Ability to support others develop their own capacity/skills, facilitate collaboration and peer learning
- Ability to communicate in English, both verbally and in writing (mandatory)
- Good capacity development skills and mentoring approach
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Excellent computer skills (Microsoft offices) and report writing skills (in both Lao and English)
- Ability to work efficiently as a team player as well as independently
- Willingness and ability to travel frequently to rural areas and work closely with local communities.
- Well-developed interpersonal skills

Attitudes & Values

- Commitment to Cord's value and ethos
- Commitment to teamwork
- Positive, able and willing to provide support to partners
- Willingness to support an active vibrant and engaged civil society.
- Willingness to travel occasionally within provinces in Laos
- Sensitivity to issues affecting social and economic inclusion/exclusion (gender, ethnicity, HIV status, LGBTI, disability)
- 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
- Excellent communication and interpersonal skills
- 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 by 08/01/2026. This position is open to Lao Nationals Only.

