

National Staff (Full-Time)

HELNETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Partnership Capacity Building and Communication Officer
Assignment	The Partnership Capacity Building & Communication Officer (PaCCO) supports the Project Manager in strengthening partnerships with CSOs and stakeholders through capacity development, communication, and coordination to achieve project objectives. The role also supports partner engagement, the use of M&E tools, and knowledge sharing within the ENABLE project and the Moving Governance Programme.
Project	ENABLE (Enabling Network and Advocacy for Better Local Environment)
Location	Based in the VTE office, Support partners and opportunity to travel to local/field provinces
Duration of contract	32 Months (May 2026 – December 2028)
Date of commencement	ASAP in May 2026
Main tasks	<ol style="list-style-type: none"> 1. Partnership and Governance Support Supported the Project Manager in reviewing MoUs, agreements, and partnership Terms of Reference, and strengthening governance arrangements with project partners. 2. Stakeholder Mapping and Partner Onboarding Conduct stakeholder mapping and facilitate partner onboarding to ensure clear understanding of project objectives, roles, reporting requirements, safeguarding, and data governance. 3. Capacity Needs Assessment Design and conduct Capacity Needs Assessments (CNA) for CSOs, youth groups, local authorities, and communities to identify priority capacity development needs. 4. Capacity Development Planning and Implementation Develop and implement Capacity Development Plans (CDPs) and deliver training, workshops, coaching, and mentoring to strengthen organizational and technical capacities of partners. 5. Mentorship and Peer Learning Promote peer learning and collaboration among CSOs and partners through mentorship or “buddy” systems and knowledge-sharing activities. 6. Communication and Visibility Collaborate with the HELNETAS communication team to develop communication materials, maintain project content on social media and websites, and promote project achievements. 7. Partnership Coordination and Knowledge Sharing Maintain regular communication with partners, support collaboration among stakeholders, and contribute to knowledge sharing within HELNETAS programs and networks. 8. Documentation, Reporting, and Compliance Ensure proper documentation of project activities and capacity development results, while promoting HELNETAS values, policies, and Code of Conduct.
Qualifications	<p>Education</p> <ul style="list-style-type: none"> • Bachelor’s degree in social science, environment, communication, public administration, or a related field. <p>Experience</p> <ul style="list-style-type: none"> • At least 3 years of experience in the development of NGOs, Government, and CSOs • Experience working and collaborating with the Lao government, CSO/NPA, INGOs, youth networks, youth groups, and the community. • Experience in supporting the project/programme operation.

	<ul style="list-style-type: none"> • Experience in capacity building and Communication • Facilitator, mentoring/instructor and coaching. • Innovation, team building • Solid knowledge about capacity-building approaches and working modalities. • Demonstrated experience facilitating training and workshops. • Excellent facilitation and communication skills • Relevant experience working within a partnership agreement and/or a network including national organizations. • experiences in community development, coordination, climate justice, environmental issues, and skills development, specifically as they relate to youth and the communities of rural and remote areas. • Knowledge of desktop publishing software (InDesign/Photoshop, Canva). • Excellent verbal, written, and interpersonal skills. • Proficiency in Microsoft Office, content management systems, and social medial platforms <p>Languages</p> <ul style="list-style-type: none"> • Fluent in Lao • Good speaking and writing in English <p>IT skills</p> <ul style="list-style-type: none"> • Proficient in Microsoft 365/Office (including Word, Excel, PowerPoint, Outlook, OneDrive) • Expert in social media.
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Application address	To apply, please fill in your information here https://shorturl.at/ZYUwb
Deadline for application	27 March 2026 at 5 pm Laos local time
Indication/ Remarks	<ul style="list-style-type: none"> • Detailed job description can be made available on request to email address laos.recruitment@helvetas.org • Only candidates who are shortlisted will be contacted for an interview. • A competitive salary and benefits will be offered to the right candidate, according to HELVETAS Laos' policies and procedures

HELVETAS is a gender, culture, race, creed, political, and religion-neutral organization, promoting inclusion and tolerance, respect, and fair treatment for and between all employees, partners, contributors, participants, and beneficiaries.

Women and ethnic minority candidates are particularly encouraged to apply.