

Job Advertisement

VA no.2026-03

HELVETAS 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.

We are seeking a motivated and experienced candidate to join our **Phongsaly Livelihood and Non-Timber Forest Products (PHOLIN) Project – Phase II** as a:

Job title	Field Officer – Phongsaly District
Project	Phongsaly Livelihood and Non-Timber Forest Products (PHOLIN) Project – Phase II
Location	Phongsaly District, Phongsaly Province
Duration of contract	1 year with possibility of extension
Date of entry	April 2026
Key Tasks	<p>1. Community & Technical Support</p> <ul style="list-style-type: none"> • Coordinate with district partners to form and strengthen NTFP producer groups. • Provide capacity building on group management, financial management, negotiation, and documentation. • Support value chain development with communities, companies, and government partners (production, harvesting, processing, quality improvement, sorting, storage). • Raise community awareness on Gender Equality & Social Inclusion in NTFP management. • Monitor field activities, collect data, and support M&E processes (fieldwork is approx. 70%, office work 30%). <p>2. Planning & Coordination</p> <ul style="list-style-type: none"> • Prepare monthly and quarterly work plans with project counterparts. • Maintain communication with local authorities, kumban, and villages regarding activities. • Represent HELVETAS/PHOLIN in district-level coordination meetings. <p>3. Administration & Reporting</p> <ul style="list-style-type: none"> • Follow HELVETAS administrative procedures and cost norms. • Prepare activity reports, financial liquidations, work plans, and field budgets responsibly and on time. • Ensure quality, accuracy, and timeliness in reporting. <p>4. Organizational Contribution</p> <ul style="list-style-type: none"> • Promote HELVETAS values, Code of Conduct, and ethical behavior in all interactions. • Support internal learning, teamwork, and cross-project cooperation. <p>5. Equipment & Vehicle Management</p> <ul style="list-style-type: none"> • Maintain and report motorbike usage. • Ensure proper care and functioning of office equipment (laptop, phone, GPS, camera, etc.). • Maintain updated inventory and report maintenance needs.
Profile/Qualification	<p>Education:</p> <ul style="list-style-type: none"> • Degree in Natural resource management, forestry, agriculture, social development,

	<p>business administration, or related fields.</p> <p>Training:</p> <ul style="list-style-type: none"> • Activity & budget planning, basic M&E, reporting, gender theory/practice. • Optional: Community facilitation. <p>Experience: Minimum 3 years in:</p> <ul style="list-style-type: none"> • Natural resources management • Forestry • Agriculture promotion • Community-based development • Business & administration • Community development <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Strong communication, facilitation, and interpersonal skills. • Ability to coordinate with multiple stakeholders. • Reliable, fair, objective, and professional. • Data collection, reporting, multitasking, and field implementation skills. <p>Languages</p> <ul style="list-style-type: none"> • Mandatory: Lao and English • Assets: Ethnic languages (Phounoi, Akha, Khmu, Chinese, etc.) <p>IT Skills</p> <ul style="list-style-type: none"> • Microsoft Office (Excel, Word, PowerPoint), email, internet.
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Application address	To apply, please fill in your information here https://shorturl.at/atcpX
Deadline for application	30 March 2026
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.