



## **Comité de Coopération avec le Laos (CCL)**

*is a French non-governmental organisation that has been working in Lao PDR for 45 years in the following sectors: rural development, agriculture, and natural resource management.*

CCL is seeking a highly motivated candidate for the position of

### **Project Coordinator (Lao National)**

**for its Project on Integrated rural development in Beng, La and Xay districts, Oudomxay province (ADAEBio2)**

#### **Project presentation:**

Through consultation, multi-stakeholder exchanges, systemic and participatory approaches, the ADAEBio project promotes the engagement of families, communities, and rural territories in pathways of sustainable socio-economic development. Phase 2 of the intervention (2025 – 2027) targets 50 villages across La, Xai and Beng districts in Oudomxay province.

The project aims to:

1. Address the various dimensions of vulnerability in local agroecosystems at the household and community levels (climate change, water scarcity, pesticide pollution, biodiversity loss).
2. Strengthen local governance on water resource conservation, pesticide-related issues, and biodiversity conservation.
3. Strengthen local capacities and share knowledge with civil society and decision-makers.

#### **Qualifications and experience:**

- Education: Master's degree in Agriculture, Natural Resource Management, Rural Development, or another relevant field. A degree in Project Management is an asset.
- Minimum of **5 years of experience in managing** rural development, agriculture, or natural resource management projects. Demonstrated **experience managing multidisciplinary teams**.
- Demonstrated **experience coordinating and maintaining effective working relationships with government authorities, development partners and local communities**.
- Previous **experience working with an international NGO** is required. **Experience working with a Lao CSO** is an asset.
- **Experience and knowledge in participatory community development, agroecology and natural resource management**.
- Proven **experience in budget planning, financial monitoring, administrative management and reporting**.
- Strong **organizational, planning, and communication skills**.
- Ability to **work independently and perform effectively under pressure**
- Excellent command of written and spoken **English or French** is required.
- Knowledge of **ethnic languages** (Khmu, Akha, Hmong) would be an asset.
- Ability to undertake **travel to remote villages** frequently and travel by motorbike.
- Proficiency in **Microsoft Office** (Word, Excel and PowerPoint).
- Women are encouraged to apply.

#### **Main responsibilities:**

The Project Coordinator is responsible for ensuring the effective planning, implementation, coordination, monitoring, and administrative management of project activities in accordance with CCL policies and donor

requirements. The Project Coordinator works closely with the Project Advisor (expatriate), the Administrative and Finance Officer, the M&E Assistant, the technical team (6 technicians) as well as government counterparts. The main duties are listed as follows:

**- Operational Planning, Implementation and Monitoring**

- ✓ Operational planning: develop the monthly work plans in consultation with the technical teams, the Administrative and Finance Officer and the Project Advisor.
- ✓ Lead and supervise the project team, ensuring effective coordination, planning, and implementation of activities.
- ✓ Monitoring & Evaluation: In collaboration with the Project Advisor and the M&E Assistant, ensure that high-quality monitoring data are collected by the technical teams.
- ✓ Contribute to the development of the project strategy through technical and methodological guidance.

**- Local coordination**

- ✓ Field coordination: Coordinate project activities in collaboration with provincial authorities (PAEO: Provincial Agriculture and Environment Office) and district authorities (DAEO: District Agriculture and Environment Office - DHO: District Health Office – DOES: District Office of Education and Sports – LWU: Lao Women Union), as well as local partner CSOs and consultants.
- ✓ Institutional communication: Ensure effective communication with local authorities and representatives of government services involved in the project, including negotiation, planning, and reporting.
- ✓ Partner and donor visits: Plan and coordinate partner and donor visits in collaboration with the Project Advisor.
- ✓ Representation: Represent CCL before village communities and local authorities, as well as during meetings, seminars, and donor visits.

**- Resource management**

- ✓ Team management: Oversee the management of the project team.
- ✓ Budget and Administrative Management:
  - Manage CCL project assets and funds in coordination with the Project Administrative and Finance Officer.
  - Prepare and monitor monthly budget forecasts.
  - Ensure compliance with administrative, financial, and accounting procedures, including procurement procedures (quotations, equipment verification), in cooperation with the Project Administrative and Finance Officer and the Administration and Finance Director in Vientiane.
  - Supervise the work of the Administrative and Finance Officer.

**- Communication and Hierarchical reporting:**

- ✓ Communication with Project Advisor:
  - Maintain regular communication with the Project Advisor to report on project progress and emerging issues.
  - Consult the Project Advisor before making any major decisions or introducing significant changes to project methodologies or activities.
- ✓ Reporting: Contribute to the preparation of activity and financial reports in Lao for submission to government agencies.

**Work location:** Xay District, Oudomxay Province, with frequent travel to and overnight stays in the 50 target villages located in Beng, La and Xay districts. Travels to other provinces and Vientiane capital may also be required.

**Duration: 16 Months.**

**Start date: September 2026.**

Interested candidates should submit a **cover letter** and **CV** by email no later than 10 August 2026 to:

- CCL Director, Ms Manivone Vorachak: [Manivone@ccl-laos.org](mailto:Manivone@ccl-laos.org)
- CCL Project Advisor, Mr Dorian Dejae: [dorian.dejae@ccl-laos.org](mailto:dorian.dejae@ccl-laos.org)
- CCL Project Coordinator, Mr Kongmany Thammavongxay: [kongmany.thammavongxay@ccl-laos.org](mailto:kongmany.thammavongxay@ccl-laos.org)

*Only shortlisted candidates will be contacted and invited for an interview in August 2026.*