



VACANCY — PROJECT COORDINATOR

AGIRE / WaterWise — Nam Sa Basin, Bolikhamxay Province, Lao PDR

For over 45 years, CCL has been a committed French non-governmental organization driving sustainable development in the key sectors of health, rural development and education in Lao PDR. Join our dedicated team and contribute to meaningful change.

Organization	Comité de Coopération avec le Laos (CCL)
Position	Project Coordinator
Project	AGIRE — Appui à la Gestion Intégrée des Ressources en Eau (WaterWise)
Location	Paksan, Bolikhamxay Province, with frequent travel to project villages
Reporting to	CCL Director and CCL Admin & Finance Director, working closely with the Project Adviser
Contract	Fixed-term contract — 1 st October 2026 to 31 st January 2028, with prospects of renewal
Application deadline	18 th September 2026
Interview period	21 st to 25 th September 2026

Project background

The WaterWise (EN) / AGIRE (FR) project aims to contribute to the establishment of integrated and inclusive water resource management in the Nam Sa basin by local actors. It is implemented in ten villages of Paksan and Pakkading districts, in partnership with the Bolikhamxay Provincial Health Office, and runs until 31 January 2028. The project pursues three specific objectives:

- improve access to water and sanitation quantitatively and qualitatively;
- strengthen local and inclusive governance of water resource management and conservation;
- support and promote sustainable health, environmental and natural resources management practices.

The project has now entered its most operational phase. A borehole drilling campaign and the construction of village water networks are scheduled between November 2026 and February 2027. In parallel, the project will deploy TerriStories® — a participatory territorial negotiation method developed by CIRAD — across the basin, with support from the Initiatives pour l'Avenir des Grands Fleuves (IAGF) Living With Rivers grant.

Job summary

The Project Coordinator is responsible for the day-to-day management of the project team, for relations with government counterparts and implementing partners, for administrative and financial management at project level, and for reporting to the local authorities and to CCL.

The team is small, and the post is therefore not a desk-based management role. The Coordinator is expected to spend a substantial share of his or her time in the field, preparing and personally facilitating village-level activities — in particular the participatory workshops of the TerriStories® cycle, for which the post-holder will be trained and will act as a facilitator. Candidates who enjoy standing in front of a village assembly and running interactive group work will find this position a good fit.

Key responsibilities

Team management and internal coordination

- Prepare and review the monthly activity and budget plans of the technical and administrative staff; organize mission logistics.
- Supervise and support the Technical Assistant – Water Resources & Environment, the RDA Technicians and the project Admin & Finance Officer.
- Work with the Project Adviser to set priorities, prepare annual plans and budgets, and resolve implementation problems.

Administrative and financial management

- Prepare the monthly budget plans and fund requests in close coordination with the team; participate in procurement in line with CCL and donor procedures.
- Control the monthly accounts prepared by the Admin & Finance Officer; countersign cheques and the project asset inventory.

Institutional relations and partnerships

- Maintain strong working relationships with the Provincial Health Office and with the District authorities of Paksan and Pakkading.
- Facilitate the monthly work planning of district staff assigned to the project and coordinate the work plans of partner organizations (RDA, external consultancies, OiEau).
- Organise and take part in Steering Committee and Implementation Management Committee meetings and draft the official minutes.

Preparation and facilitation of activities

- Secure village agreements for construction works and oversee procurement, transport and site logistics for the drilling campaign and network construction.
- Plan water quality analysis campaigns with the Project advisor, TA and Provincial Health Office and ensure results are returned to and explained in the villages.
- Support village water management committees in collaboration with the TA (drafting network service regulations, setting tariffs and formalising village action plans...).
- **Act as a trained TerriStories® facilitator** for the participatory diagnosis of climate risks and vulnerability and the village consultation workshops that follow.

Monitoring, reporting and capitalisation

- Ensure correct use of the project M&E system and verify the quality of field data, in order to facilitate the work of the project advisor.
- Produce monthly activity reports and draft the quarterly, semi-annual and annual narrative and financial reports for the local authorities.
- Contribute to case studies, communication material and events.

Qualifications and experience required

Education

- Bachelor's or master's degree in water resources management, environmental or civil engineering, rural development, natural resources management, social sciences or a related field.

Experience

- At least three years of professional experience in project implementation, including a minimum of one year in a coordination or team management role.
- Demonstrated experience of community-based implementation using participatory approaches and facilitation techniques.
- Experience of working with Lao government counterparts at district and provincial level.
- Experience in rural water supply, WASH or natural resources management projects is a strong asset.
- Familiarity with donor-funded project administration — budget planning, procurement, narrative and financial reporting — is a strong asset.

Skills and competencies

- **Facilitation and communication:** excellent facilitation and interpersonal skills, with the ability to work with village communities, local authorities and civil society organizations. Experience with role-playing games or other interactive tools is a significant advantage; willingness to be trained in the TerriStories® method is required.
- **Technical knowledge:** understanding of integrated water resource management principles, WASH standards, water quality issues and rural water supply systems.
- **Management:** ability to plan and supervise the work of a small technical team and to run a monthly budget cycle.
- **Gender and inclusion:** strong understanding of, and commitment to, integrating gender equality and social inclusion into project activities.
- **Languages:** fluency in Lao is mandatory; working knowledge of English is required; French is an advantage.
- **IT skills:** good command of MS Office; experience with mobile data collection tools (KoboToolbox, ODK) and/or GIS software (QGIS) is an advantage.
- **Personal attributes:** proactive, rigorous, diplomatic, and able to work independently in a rural environment.
- Valid car and motorcycle driving licenses.

We offer

- A full-time contract until 31st January 2028, with prospects of renewal.
- A competitive NGO salary and benefits package, adjusted to the candidate's experience and skills.
- A handover period with the outgoing coordinator, and a structured induction to the project, its partners and CCL procedures.
- Training in the TerriStories® participatory method, delivered in Paksan.
- On-the-job training opportunities (GIS, technical follow-up of water networks, participatory facilitation, project management).
- A key role in a well-established project with strong institutional recognition at provincial and national level.

Application process

Interested candidates should send a **cover letter and a detailed CV** by **18th September 2026** to the following contacts:

- Mrs. Manivone VORACHAK, CCL Director: manivone@ccl-laos.org
- Mr. Erwin POLIGNE, Project Adviser: erwin.poligne@ccl-laos.org

Applications may be submitted in English. Please indicate "Project Coordinator – AGIRE" in the subject line of your message.

The selected candidate is expected to take up the post on **1st October 2026**.

Please note only shortlisted candidates will be contacted for an interview.

To learn more about CCL, please visit: ccl-laos.org