



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	Natural Resource Management Officer
Reports to:	NaBCAP Project Manager
Staff reports:	None
Project:	Nature-Based Social Inclusive Livelihood and Climate Action Project (NaBCAP)
Location:	Kham District, Xiengkhouang Province
Remuneration:	Determined based on qualifications & experience.
Expected Travel:	Travel to the field and national office expected.
Contract term:	From signing the contract to 30 June 2027, with possible extension based on performance and budget till the end of the project.
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary.
Equipment:	Office desk and furniture + laptop computer and printer
Requirements:	Minimum three years' experience and relevant qualifications.

Position Summary

The Natural Resource Management Officer (NRM officer) is working in the Nature-Based Social Inclusive Livelihood and Climate Action Project (NaBCAP) team and has specific duties and responsibilities to initiate, train, and overseeing the NRM project activity implementation. The NRM Officer is working with other team members in selected villages of the Kham district, Xiengkhouang province.

Key duties of the NRM officer include training stakeholders and community members, developing resource management plans, conducting field surveys to assess natural resource conditions, monitoring activity implementation, collaborating with stakeholders to promote sustainable NRM practices among communities.

The NRM officer plays a crucial role in promoting the preservation of community-owned natural resources and ecosystems (including forest), promoting biodiversity, and long-term sustainability of natural resources. It is essential for this role that he/she has strong communication skills, knowledge of environmental/forest regulations, and the ability to work effectively in diverse environments.

Core Competencies

APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

PRESENTING AND COMMUNICATING INFORMATION

Speaks fluently; expresses opinions, information, and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

Position Outcomes

1. Natural resource management (NRM) activities (including forest) are effectively and timely planned and conducted in line with project timelines (DIP) and budget.
2. The NRM Officer learns and effectively records lessons from implementation and continually strives to improve practice and gain greater impact by finding innovative ways to share knowledge and skills with counterparts and communities.
3. ADRA can report credible and evidence-based results and measure the impact of interventions for meaningful reporting to GoL partners, and the donor.
4. Target beneficiaries and government counterparts have increased capacity and knowledge that will support sustainability of interventions into the future.
5. The NRM officer actively contributes to ADRA's values and mission to create just and positive change through empowering partnerships and responsible action.

Operational Responsibilities and Role

Coordination of Natural Resources Management Activity Implementation

1. Manage all responsibilities of the delivery and implementation of project NRM activities (including forest) and related activities.
2. Develop NRM IEC materials and tools to be used for training, awareness raising, and behavior change in communities for improved NRM practices.
3. Cooperate and communicate with the project implementation partners in an effective manner. Mutually promote knowledge, skills, and best practices development in the field of work.
4. Provide innovative and practical training to target beneficiaries at the village level and training facilities including awareness raising within the community and among stakeholders.
5. Proactively identify key change agents in the village and promote role models that will inspire others to learn and organize cross-learning events.
6. Proactively develop and maintain positive relationships with government partners and village authorities and coordinate all activities, meetings, presentations, evaluations in a timely manner.

Financial and Administration

1. Prepare financial documentation for all NRM activities accurately and present it to Project Manager or FAA in a timely manner.
2. Complete detailed timesheets daily and submit them at the end of the month to the Project Manager.
3. Adhere to all ADRA's financial policies and procedures including ADRA's Protection Policy, Code of Ethics, Gender Policy, Child Protection Policy and Code of Conduct, and Security procedures.
4. Complete an annual performance evaluation and identify professional learning opportunities that may enhance competence, knowledge, skills, and job satisfaction.

Reporting and M&E

1. Contribute to the development of the annual detailed implementation plan (DIP) and track project progress against log frame, and budget.
2. Provide regular rapport and contribute to effective monitoring and assessment and project reporting tasks by submitting sufficient data to the MEAL officer and the Project Manager.
3. Support the Programs team with project monitoring and evaluation including baseline, midterm and end of project evaluations, quarterly monitoring of activities including human interest stories, focus groups, interviews, and donor monitoring visits.
4. Advise Project Manager of any new learning opportunities or ideas to improve project implementation and practice.

The nature of the project implementation in a changing environment may require at times a contribution to additional or different tasks.

Compliance Expectations

The employee is expected, as a minimum requirement, to proactively familiarize her/himself with:

1. ADRA Lao HR Manual and relevant policies and procedures.
2. ADRA Lao Finance Policies and Procedures Manual, relevant sections.
3. ADRA Laos Safeguarding Policies and Codes of Conduct and Ethics.
4. ADRA Lao National Emergency Management Plan and Safety and Security Plan.

Key Selection Criteria

1. Bachelor's degree in Natural Resource Management, Forestry, Agriculture, or relevant field of study.
2. Demonstrated professional experience of at least 3 years as a project officer on international development programs applying technical expertise and experience in NRM (including forestry).
3. Demonstrated good communication skills and displays team spirit while interacting with co-workers, supervisors, and project implementing partners.
4. Ability to work independently, plan, prioritize, solve problems, and make responsible decisions in the assigned space.
5. Fluent in Lao language; Khmu or Hmong language skills are an advantage.
6. Working knowledge of Microsoft Office software programs.