

BORDA Laos is looking for an Community Engagement Officer

BORDA is a German NGO with operations in more than 15 countries worldwide. BORDA has been active in Laos since 2013 – with the aim to improve the living conditions of disadvantaged communities and to keep the environment intact through the expansion of sanitation services in the areas of decentralized sanitation, faecal sludge, solid waste management and holistic livable city planning. We work with local governments and enterprises to improve communal planning processes, sanitary supply structures and services in cities at variety of scales and applications.



Job Summary

The BORDA Laos project office is seeking a dedicated and motivated Community Engagement Officer to support the implementation of project activities at the community and local level. The Community Engagement Officer will play an important role in engaging and mobilizing communities, facilitating awareness-raising activities, supporting participatory planning processes, and strengthening communication between communities and local authorities, project partners.

The position will involve frequent fieldwork and direct interaction with communities. The Community Engagement Officer will support the project team in ensuring that community needs, concerns, and priorities are properly understood and reflected in project implementation.

Responsibilities the Community Engagement Officer will be responsible for the following tasks:

- Lead inclusive community outreach, public consultations, and participatory planning sessions to develop the City-Wide Inclusive Sanitation (CWIS) plan for Pek, focusing on faecal sludge management, solid waste management, and decentralized sanitation.
- Assist in designing and leading the execution of behavior change communication (BCC) activities, hygiene promotion campaigns, and community training sessions to drive sustainable sanitation practices and community ownership.
- Facilitate day-to-day liaison and collaboration with local community authorities, village development committees, women's groups, vulnerable groups, and local government counterparts to support equitable CWIS service delivery.
- Conduct systematic field monitoring visits to track community participation, service access, and project progress against key performance indicators (KPIs), providing real-time feedback to the project team.
- Support project documentation by collecting field data, capturing photos, writing field activity reports, and drafting success stories or public awareness materials (brochures, posters, presentations).
- Maintain complete project records by systematically uploading field attendance lists, datasets, survey results, and activity documentation to the project SharePoint system.

Qualifications and Experience The ideal candidate for the Field Coordinator position should possess the following qualifications and experience:

- Bachelor's degree in Social Sciences, Community Development, Development Studies, Environmental Studies, or a related field. Additional certifications or training in community facilitation or participatory approaches are an advantage.
- 3–5 years of proven experience in community mobilization, field facilitation, and stakeholder engagement, preferably within the field of sanitation, waste management, or urban development projects.
- Proven track record of working effectively with diverse local stakeholders, including village authorities, local government agencies, private sector entities, and marginalized community groups.
- Strong familiarity with participatory methodologies (e.g., CWIS framework tools, CLTS, PRA) and community-based development principles.
- Excellent communication and interpersonal skills, with the ability to facilitate productive discussions, build consensus, and resolve field-level challenges constructively.
- Ability to work effectively and collaboratively within a multicultural and multidisciplinary project team.
- Fluency in Lao and local language(s) spoken in the project areas; intermediate working knowledge of English is required.
- Proficiency in standard computer applications for field data collection, reporting, and cloud-based documentation management.

Project Duration and Duty Station:

- Duration and Reporting the Community Engagement Officer position is a full-time role for the period of stating -November 2026. The Community Engagement Officer will report directly to the Project Manager and work closely with other project team members.
- The duty station for this position will be BORDA Project Office in Vientiane with frequent travel to the project areas and stay in Pek district.

Note: These terms of reference are intended as a general guide and may be subject to revision and adjustment in consultation with the selected candidate to meet the specific needs and objectives of the project

To apply for the position, please send the following to bounchan@borda-sea.org and CC: Khankeo@borda-sea.org & vansoukky@borda-sea.org

- Curriculum vitae (CV)
- Letter of motivation (one-page PDF)
- Expected Monthly Salary
- At least three traceable references (with referee contact details)
- Deadline: until position filled
- Email Subject: Application for Community Engagement Officer
- **ONLY APPLICATIONS WITH ALL REQUIREMENTS SUBMITTED WILL BE CONSIDERED**