HELVETAS Swiss Intercooperation
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National Staff
(Full-Time)

VA no. 2026-17

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.

Job title	**Project Manager**
Project	ENABLE (Enabling Network and Advocacy for Better Local Environment)
Location	Based in the VTE office, Support partners and opportunity to travel to local/field provinces
Direct supervisor/reports to	Deputy Country Director
Contract duration	2 years (Jan 2027 to Dec 2028)
Date of commencement	ASAP in January 2027
Main tasks	• Update the project design document, plans and budgets for the authorization of the project as required by the relevant government authorities. • Ensure timely preparation of annual budget (September every year) for the following year and its cash flow and budget forecast. • Develop the quarterly and annual planning, budgeting, and monitoring processes for respective project implementing partners and stakeholders. • Execute monthly internal budget control, analyses budget expenditure and ensure the financial reporting providing explanations on over-or under - expenditures. • Ensure all project implementations align with HELVETAS governance principles, climate justice objectives, and rights based approaches, while upholding quality standards across all activities. • Ensure robust financial management, including budgeting, resource allocation, monthly internal budget control, financial analysis, and timely financial reporting. • Conduct regular meetings with project partners ensure effective mechanism for planning, budgeting, and monitoring process including verifying activity plans, financial management and reports of partner organization. • Participate in Program Steering Committee distance meetings with Program Managers based in the region and the Head Office. • Ensure full compliance with HELVETAS financial regulations, donor contractual obligations, and national laws, including implementation of audit recommendations and risk mitigation measures. • Monitor and support implementing partners in financial accountability, grant management, and compliance with project requirements. • Lead human resource functions for project staff, including workforce planning, performance management, and capacity development. • Prepare narrative and financial reports for internal and external stakeholders, including donors, country program team, line manager, and Head Office.

	• Maintain and strengthen the MEAL system, ensuring effective rollout of digital M&E tools (e.g., Kobo Toolbox, Power BI), functional project level dashboards, and complete baseline study as well as prepare TOR and facilitate mid-term and final evaluation. • Facilitate donor and Head Office visits. • Facilitate recruitment and selection of the project team in collaboration with the line manager and HR Manager Programme Office. • Develop and implement a comprehensive onboarding plan for new team members in collaboration with Head of HR. • Ensure all project staff understand and adhere to HR policies, processes, and the organizational Code of Conduct. • Create a positive work environment, promote collaboration and build strong relationships with team members. • Provide thorough handover and transitional support to newly recruited team members. • Supervise, mentor, motivate and support project team members to ensure effective delivery of their roles and responsibilities. • Provide constructive feedback, mediate and resolve conflicts and empower team members to perform at their best. • Identify learning need and capacity and professional development opportunities on the job via other appropriate means. • Provide technical coaching to the team and partners on PEPA, climate justice, and other relevant thematic approaches linked to CSOs and civic engagement. • Facilitate effective stakeholder consultations to ensure ownership and strong collaboration with communities, partners, and government authorities at all levels. • Establish and maintain strong partnerships, grant agreements, and contracts with stakeholders, including government, civil society, networks, and private sector actors. • Support partners in planning, monitoring, and implementation by ensuring proper systems, reporting tools, and timely delivery of agreed outputs. • Serve as the governance and climate justice focal point for HELVETAS in Laos, representing the organization in national, regional, and global platforms. • Build and maintain good relationships with donors, civil society, government institutions, and relevant networks working on governance, climate, environment, and civic engagement. • Participate actively in meetings, exchanges, and events convened by development partners, INGOs, CSOs/NPA, and multi stakeholder networks related to governance, climate justice, social accountability, and youth engagement. • Contribute meaningfully to the Moving Governance programme and Head Office led initiatives by providing inputs, sharing contextual insights, and ensuring alignment with national project realities. • In consultation with line manager and Programme Office in Vientiane, in the first half year of the project develop project factsheet and project brief for sharing within HELVETAS and externally. • Update project brief of donor visits and expert mission from the head office. • Develop communication and visibility plan for project visibility and communication products. • Share good practices harvested from project results, mid term reviews and final evaluations, or from other donors/agencies within HELVETAS Lao projects.

	• Ensure relevant visibility, communication and knowledge products harvested from project results, mid-term review and final evaluation through regular publication, social media, exchange platforms, websites, etc.
Qualifications	**Education** • Postgraduate or graduate degree or equivalent degree in project management, international development, environment science, business administration, or related field. • Project management, governance, financial administration **Experience** • At least 7 years' Experience in Project Cycle Management, sub-grant management in development aid projects. • Knowledge management, communication and advocacy. • Strategic thinking • Project and financial management • Networking and relationship building • Knowledge management and communication for profiling, advocacy and policy dialogue • Team and motivational leadership • Strategic and situational leadership • Mediation skills **Languages** • Fluent in speaking and writing in English and Lao **IT skills** • Proficient in Microsoft 365/Office (including Word, Excel, PowerPoint, Outlook, OneDrive) • Advanced knowledge & skills of data management, and digitalization (e.g. Kobo) and Power BI.

Application address	**To apply, please fill in your information here:** https://forms.gle/ycJrjJhNaa8yL5Ni8
Deadline for application	**5 December 2026 at 5 pm Lao local time**
Indication/ Remarks	• 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.