Job Description

Job Title	Youth Engagement and Governance Officer (consultant)
Responsible to	Country Representative
Responsible for	N/A
Key internal relationships	Finance officer Operations officer Senior MEAL Officer
Key external relationships	LaoCYDA and Government Partners
Location	Vientiane
Contract	Part Time (10 to 12 days per month)
Salary range	Max 1,120 monthly inclusive of tax

Job Context

Cord is an international Non-Governmental Organisation (iNGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos. Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflicts. We believe that people can only flourish where strong relationships exist between governments, civil society and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development, better governance and people's rights being represented. Cord is looking for people who are passionate about seeing positive change in our world and want to join a small and committed team.

Cord has a presence in Laos since 2011. Cord Laos is a multi-disciplinary team of technical national and international experts that deliver initiatives to develop the capacity of communities, civil society and government. Cord works in partnership with a range of stakeholders and has a multi-donor multi-partner programme.

The project "Building Inclusive Civic Engagement for Women and Youth in Lao PDR" (BICE) aims to enhance women's and youth leadership through civic engagement and peacebuilding tools, enabling their meaningful participation in governance processes. Leadership and civic education training (Outcome 1) builds understanding of governance and safe advocacy; sensitisation training for local authorities and members of the National Assembly and Vientiane Capital People's Assembly (Outcome 2) fosters appreciation for inclusive policy design and the credibility of women and youth voices; and platforms for collaboration, policy dialogues and sub-grants (Outcome 3) support joint advocacy for inclusive governance.

Job Purpose

The Youth Engagement and Governance Senior Officer will facilitate the peacebuilding components and act as the primary coordinator for the Building Inclusive Civic Engagement in Lao PDR project. The officer will work as an integrated part-time member of the Cord team, supporting the planning, delivery and documentation of activities that strengthen constructive dialogue, inclusive youth participation, and peaceful engagement. The role is defined by ongoing key responsibilities rather than a fixed set of consultancy deliverables. The consultancy arrangement relates to the monthly payment structure; day-to-day work will be organized through normal team planning, supervision, and coordination with relevant partners.

Areas of Responsibility

1/ Facilitation, Coordination and Engagement - 70%

- Function as a technical lead on Peacebuilding and Governance for the BICE project. Plan and implement the project's peacebuilding activities as part of regular team work planning, aligned with the project schedule and the officer's agreed part-time working arrangements.
- Facilitate workshops, dialogue sessions, and learning activities with youth and relevant stakeholders, using participatory and context-sensitive approaches.
- Provide technical guidance and mentoring to youth participants and project partners on applying peacebuilding approaches to project activities and youth-led initiatives.
- Apply do-no-harm principles, support safe and respectful participation, and raise safeguarding or conflict-sensitivity concerns through agreed organisational channels.
- Document activities, participant feedback, lessons learned and agreed follow-up actions, and contribute relevant inputs to project monitoring and reporting.
- Work closely with the LaoCYDA team to track and synergize workplans and activities
- Participate in monitoring and learning activities, including feedback collection from young people and documentation of lessons learned from a youth perspective

2/ Financial Management - 15%

- Manage and monitor grantees of BICE small grants schemes
- Conduct verification of financial reports and supporting documents (receipts, invoices, etc.) to ensure audit-ready accuracy from partners/subgrantees.
- Ensure all financial transactions strictly adhere to Cords financial regulations and project guidelines.
- Prepare program contracts and track budget expenditures against the work plan.

2/ Communication - 10%

- Write, edit, and distribute content, including publications, website content, reports, and other awareness raising material that communicates the projects activities and impact.
- Frequently update Cord social media outlets (Facebook, Youtube, etc.) and regular dissemination of information of Cord.

- Contribute to the preparation and dissemination of information related to key project events and other announcements and provide on-site support.

3/ Other - 5%

- Participate in regular project team meetings and other workshops when needed.
- Carry out any other assignments as tasked by the Country Representative.

PERSON SPECIFICATION

Experience

- Degree in social science, development studies, social/political sciences or relevant and demonstrable work experience.
- 2 years of experience working with youth/youth issues in sectors such as agriculture, environment, trade, youth empowerment, decent youth employment and entrepreneurship ideally at the international organization level
- 1 year experience delivering peacebuilding programming including nonviolent communication, conflict analysis and/or conflict sensitivity training
- Experience in project and activity monitoring and evaluation, including using online tools and digital technology.
- 1–2 years of relevant experience in M&E and/or communications (internships included).
- Familiarity with data collection tools (e.g., KoboToolbox) and basic data analysis (Excel or similar).
- Proficiency in Microsoft Office and social media platforms.
- Experience of working in a multicultural environment.
- Experience of coordination and managing communication and relationships with multiple stakeholders.

Technical Expertise, Skills & Abilities

- Experience in working within a complex and diverse partnerships programme.
- Strong capacity for effective communication and ability to build a common language with diverse stakeholder groups.
- English and Lao Language skills nessecary
- Well-developed communication and interpersonal skills.
- Demonstrated ability to support others, facilitate collaboration and peer learning.
- Demonstrated ability to work efficiently as a team player as well as independently.
- Excellent planning, organisation and time management skills.

Attitudes & Values

- Commitment to Cord's value and ethos.

- Commitment to teamwork.
- Self-directed and proactively seeks out opportunities.
- Positive, able and willing to provide support to team and partners.
- Willingness to support an active and engaged civil society.
- Willingness to travel occasionally within provinces.
- Sensitivity to issues affecting social and economic inclusion/exclusion (gender, ethnicity, HIV status, LGBTQI+, disability).
- Demonstrated commitment to peace and a vibrant civil society.
- Patience and persistence to develop relationships with a range of stakeholders.
- Commitment to reflection and personal/professional learning.
- Well organized, self-directed and proactive in seeking out opportunities.
- Flexible and adaptable.
- High standards of professionalism.
- Honesty, humility and integrity.

To apply: Submit your CV and cover letter to laosoffice@cord.org.uk by 22/11/2026