Annex I: ToR

Job Specific Information	
Job title:	Project Field Officer
Job Grade:	
Reporting to:	Project Manager
Contract Duration:	1 January 2027 – 31 December 2027
Contract Type:	Employee
Expected Start Date:	1 January 2027
Duty Station:	Viengxay, Houaphanh province

SNV is a mission-driven global development partner, rooted in the contexts and societies where we work. Inspired by the transformational principles and objectives set out by the SDGs, we are committed to building resilient agri-food systems that deliver food security and adequate nutrition; to increasing the reliability and availability of water and sanitation at an acceptable quantity and quality; and to improving access to affordable and sustainable energy for all.

We are one team of over 1,600 people, the vast majority of whom come from the contexts where we work, in more than 20 countries in Africa and Asia. Together, we are committed to effective and efficient stewardship of resources and maximising positive, lasting impacts. Our ability to deliver results rests on our robust foundation of experience, knowledge, evidence and learning; our commitment to strengthening capacities and catalysing partnerships; and the relationships and trust of those we work alongside.

SNV in Lao PDR has had a presence since 1993. In Lao PDR, SNV implements agri-food, energy and water projects. We prioritize interventions that address gender inequalities and barriers to social inclusion, climate adaptation and mitigation, and institution strengthening. Our work is aligned with the country's 9th National Socio-Economic Development Plan and the National Nutrition Strategy and Action Plan. In the agri-food sector, we have contributed to reducing the stunting prevalence of children under five. We work on diversifying diets through household production and commercialising agriculture value chains by strengthening farmer linkages to markets.

For more information on SNV, visit our website: www.snv.org.

Context and purpose of the job

SNV in partnership with WFP is implementing a nutrition project under the Global Agriculture & Food Security Program (GAFSP) and Sustainable Agrifood System Sector Project (SASSP). The aim of the project is to improve household nutrition through the production of nutrient-dense crops at the household level. The project focuses on ensuring year-round availability of four food groups: carbohydrates, vegetables, fruits and legumes for household consumption. The project builds the capacity of District Agriculture staff to use participatory approaches to take stock of the gaps and needs of the community as well as strengthens the technical capacity of extension services to provide needs-based training using agroecological practices.

Main Responsibilities:

Under the direct supervision of the Programme Manager as well as the Agriculture and Nutrition Advisors, the project field officer will undertake the following tasks:

- Provide general office support following established targets and SNV's policies and procedures.
- Work and exchange information with internal counterparts to support effective collaboration, implementation, and monitoring of ongoing project activities.
- Support communication and activities with district government partners
- Support implementation of the Nutrition Programme of the GAFSP and SASSP projects at district level in close collaboration with the District Agriculture and Environmental Office (DAEO) and Lao Womens Union (LWU) and other district-based stakeholders.
- Provide training on nutrition and agriculture-related topics
- Support implementation of participatory village action plans and multisectoral district level planning activities.
- Support the Implementation of Village Nutrition Club(VNC) in the project's target villages.
- Supervise other activities under the Nutrition Programme of the GAFSP and SASSP projects that are implemented by SNV, such as Nutrition Sensitive Agriculture (NSA) Planning.
- Support other SNV field staff in other districts where applicable.
- Supervise other SNV-supported programme activities that exist in the district.
- Provide activities and monthly report to direct supervisor.

Additional related tasks as from time to time directed by Line Manager

Qualifications

The preferred staff should have the following qualifications, experience and competencies:

- Bachelors degree in nutrition, agriculture or related field
- At least 5 years of relevant experience in agriculture project implementation
- Good analytical and IT skills
- Fluency in both oral and written communication in Lao and English

Competencies

Communication
The ability to communicate in clear language and to adjust one's use of language to the audience's level, making sure ideas and essence are understood by the audience.
Flexibility
The ability to change one's behavioural style and/or views in order to achieve a set goal.
Perseverance
The ability to hold on to views and plans of action, despite adversity.
Result orientation
The ability to take direct action in order to attain or exceed objectives.
Focus on quality
Setting high quality standards and striving for continuous improvement and quality assurance.
Coaching Encouraging and guiding employees in order to make their performance more effective and to enhance their self-perception and problem-solving skills.

Additional Information

Submission Process

Interested candidates are invited to submit their CV (maximum three pages, including the names and contact details of three professional referees) and a motivation letter (maximum one page) through SmartRecruiters at https://smrtr.io/CQ2Fg by clicking the "I'm interested" button no later than 27 November 2026.

Only shortlisted candidates will be contacted.

Key Steps in the Selection Process

1. Referees will only be contacted with your explicit permission. Reference checks may be conducted before the final selection decision.
2. Candidates selected to proceed will be invited to two interviews with the Selection Committee.
3. Following the interviews, we will inform candidates of the Selection Committee's decision as soon as possible.

Working at SNV

SNV offers a challenging work environment, opportunities to lead and innovate, and a commitment to developing your skills in a fulfilling and diverse workplace. Our staff benefit from, and contribute to, an internal and global network of experts.

SNV offers a competitive salary and benefits package, including a pension fund, severance pay, a 13th-month salary, life, accident and health insurance for employees, health insurance for eligible family members (spouse and children), education support for employees' children, and an annual medical check-up for employees.

SNV is an equal opportunities employer, and female candidates are strongly encouraged to apply.

For more information, please visit our website: www.snv.org.