

## Job Advertisement

**HELVETAS Swiss Intercooperation** is a Swiss iNGO operating in Laos since 2001 and aims to support the Government of Laos to achieve its socio economic development goal by supporting the rural communities to overcome poverty in a manner that is socially just, environmentally sustainable and economically viable.

<b>Job title</b>	<b>District Coordinator (2 positions) for Northern Uplands Food and Nutrition Security Improvement Project (NUFNIP)</b>
<b>Location</b>	1 position in Vieng Phoukha, Luang Namtha and 1 position in Ngoy, Luang Prabang, with some travel to the provinces and Vientiane
<b>Duration of contract</b>	Duration of the assignment (3 years)
<b>Date of entry</b>	<b>1<sup>st</sup> of April 2016</b>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• Management of project activities and team, planning, tracking budget, and reporting. Manage a team of 6 staff. Make operational decisions based on the logframe and PRODOC in close collaboration with the Teamleader (based in Vientiane)</li> <li>• Liaison with government line agencies, mass organisations, other projects, CSOs, Private Sector. Act as main contact person at district level, representing the organisation and the project.</li> <li>• Provide thematic advice on area of expertise in the domain of food security and nutrition and/or community development. Elaborate sound approaches and working methodologies with the staff in close collaboration with the Teamleader.</li> <li>• Responsible for M&amp;E and enabling exchange of knowledge and experience among staff and counterparts, using M&amp;E results for learning.</li> </ul>
<b>Profile/ Qualification</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Bachelor or Master degree in Rural Development, nutrition, agriculture or related field</li> <li>• At least 3 years' experience working in similar projects in a management position</li> <li>• Good understanding of food security and nutrition</li> <li>• Experience in working in a multisectoral way, using participatory approaches</li> <li>• Knowledge and experience in PCM</li> <li>• Good teambuilder and communicator</li> <li>• Self-directed and reliable with high team spirit</li> <li>• Proficiency in MS Offices and email</li> </ul> <p><b>Optional/Desirable</b></p> <ul style="list-style-type: none"> <li>• Work experience in iNGO/local NGO environment</li> <li>• Knowledge of an ethnic Lao language</li> </ul>

<b>Application address</b>	Please submit your application with a short letter of interest (including expected salary) and a CV by email to <a href="mailto:viengarouna.khauthisen@helvetas.org">viengarouna.khauthisen@helvetas.org</a> or by post mail to: HELVETAS Laos, PO Box 6367, Ban Phonthan Neua, Saysettha District, Vientiane Capital
<b>Deadline for application</b>	<b>16 February 2016</b>
<b>Indication/ Remarks</b>	<ul style="list-style-type: none"> <li>• Detailed job description can be made available on request.</li> <li>• Only shortlisted candidates will be invited for interview.</li> <li>• Attractive salary and benefit package for the right candidate as per the HELVETAS Laos Policies and Procedures</li> </ul>

*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 candidates are particularly encouraged to apply.***