

Job Description

A) Definition of tasks

Job title:

1. Positioning in the organization

Name of function	Project Officer Education Quality and Capacity Outreach
Employment degree	Full Time, 1 year contract
Office	SURAFCO Project
Location	Duty station is the Northern Agriculture and Forestry College (NAFC), Luang Prabang , occasional travel to provinces
Reporting to	Silvia Jundt, Chief Technical Advisor SURAFCO
Supervised by	Silvia Jundt, Chief Technical Advisor SURAFCO
Superior to	-
Cooperates with	All SURAFCO project staff, relevant staff from NAFC, farmers, project partners
Management level	

2. Overall goals (numbered A,B,C,D)

A: Support farm management for practical teaching at NAFC campus and strengthen education quality
B: Foster collaboration between NAFC and outside farmers and help establishing pilot short trainings
C: Engage in upland partner networking to strengthen relevance of education for upland development
D: Support the CTA in the efficient and effective implementation of SURAFCO

3. Main tasks

<p>A: Farm Management for practical teaching and Education quality:</p> <ul style="list-style-type: none"> • Support regular updating of farm management plans • Coach the use of farm books for accounting and production planning • Strengthen practical teaching on NAFC farms • Help establish a monitoring committee for farms, and follow up on farm activities • Foster coordination amongst college farms • Support establishment of organic model farm, and help improve market orientation of farms production and management • Help strengthen teaching content for subjects such as Rural & Community Development and Extension, Agriculture Policy, Laws and Regulations, or other subject considered as highly important by recent tracer study • Collaborate with partners to improve access to Lao language documents such as learning materials, relevant studies, laws and regulations through Online Repository (Lao44), NAFRI research database, or others
<p>B: Collaboration with outside farmers and linkages to curriculum:</p> <ol style="list-style-type: none"> 1) Pilot short courses for farmers: <ul style="list-style-type: none"> • Work with NAFC to conduct a needs assessment (market survey) with farmers on their interest in short

<p>courses at NAFC collecting information on relevant topics, ideal duration of trainings, willingness and ability to pay for training costs, ability to travel to the college for these trainings.</p> <ul style="list-style-type: none"> • Support the college to develop content for 1-2 pilot short courses • Identify resource person for content development if needed • work with outreach division on promotion of trainings • help implement first pilot trainings for interested farmers <p>2) Strengthen practical teaching with outside farms and on-site teaching/learning on their farms:</p> <ul style="list-style-type: none"> • Work with NAFC technical divisions to develop clear strategy for practical teaching at outside farms, learning content, and linkages to curriculum for each outside farm. • Identify ways to transfer knowledge of farmers who received technical advice from NAFC to other farmers/villagers.
<p>C: Partnering and capacity outreach:</p> <ul style="list-style-type: none"> • Contribute to the development of partner network, including government, research, private sector and projects (e.g. for training exchanges, practical term hosting, guest lecture), to strengthen relevance of education for upland development. • Support development of concept note for joint activities with Helvetas-LURAS Agricultural Extension project, and help implement action • Support improvement of communication / information flow and promotion through contributing to website, news, library, media
<p>D: Support the CTA in the efficient and effective implementation of SURAFCO:</p> <ul style="list-style-type: none"> • Support to other project activities as deemed necessary • Provide support to logistic office management of SURAFCO (occasionally and only in times of absences of office manager)

B) Competency profile

1. Basic education/studies

<p>Mandatory</p> <ul style="list-style-type: none"> • Bachelor with at least 6 years relevant experience in Agriculture and Forestry, Business Administration or other relevant field, Master preferred
<p>Optional</p> <ul style="list-style-type: none"> • Additional courses, e.g. on Training Facilitation, Community outreach, Promotion & Marketing,

2. Further education and advanced trainings

<p>Mandatory</p> <ul style="list-style-type: none"> • Very good language skills in Lao and English (spoken and written)
<p>Optional</p> <ul style="list-style-type: none"> • Development studies, advanced management practices, project management

3. Professional experience/experience of life

<p>Mandatory</p> <ul style="list-style-type: none"> • Min 6 years working experience in the fields of Agriculture & Forestry and/or Business Administration (with at least some years in agricultural field, or similar, of which minimum 2 years working in development projects. • Experience with farm management, community engagement • Experience in agricultural extension and providing training to farmers • Understanding of the needs, opportunities and challenges of upland development in Laos and the role of the education sector in this context • Work experience in coordination and collaboration with Government authorities at various levels • Experience in facilitation of workshops and trainings with Government partners • Experience in a logistic and administrative role within a project
<p>Optional</p> <ul style="list-style-type: none"> • Work in iNGO/local NGO environment; • Existing good network with actors in upland development • Experience with outreach activities, promotion and partnering

4. Organizational and methodological competencies

Mandatory

- Understanding of organizational processes;
- Showing initiative, ready to implement own ideas
- Able to plan and collaborate within a team
- Advanced skills in facilitation and training

Optional

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5. Leadership competencies

Mandatory

- Self-directed, effective in coordination and delegation; good communication skills

Optional

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6. Social and personal competencies

Mandatory

- Honest; approachable, flexible, dynamic worker with high team spirit

Optional

- Interest in vocational education, skill development, farmers collaboration & related work

7. Languages

Mandatory

- Lao, English

Optional

- Other languages: French or German

8. IT-skills

Mandatory

- Good in Microsoft office; internet and email applications

Optional

- Advanced knowledge and skills of above programs; spreadsheet and databases, and other

9. Appendices

The following appendices form an integral part of this agreement:

- Employee Contract
- HELVETAS Laos Anti-Corruption & Cost Norms Policy
- HELVETAS Laos Code of Conduct
- HELVETAS Laos HR Policies & Procedures

Signatures:

Position holder:

Signature:

Place/date:

Supervisor/ CTA SURAFCO: **Silvia JUNDT**

Signature:

Place/date:

Country Director Laos: **Celestine KROESSCHELL**

Signature:

Place/date: