Request for Expression of Interest Location in Vientiane Office (Re-advertised)

Submitted by webadmin on Thu, 01/16/2020 - 10:34

Country:
Lao PDR

Project:
Poverty Reduction Fund

Position Description:
7 Positions in Vientiane Office

Grant No.:
58270-LA

Project No.:
P 157963

Date of Issue:
Tuesday, January 14, 2020

Closing Date:
Tuesday, January 21, 2020

Ministry of Agriculture and Forestry

Poverty Reduction Fund III (Additional Financing)

Request for Expression of Interest

Location in Vientiane Office

(Re-advertised)

The Poverty Reduction Fund (PRF), under the Ministry of Agriculture and Forestry under the guidance of the Government of Lao PDR with support from World Bank, is currently in its Additional Financing (2020-2024) with amount USD 22.5 Million working in four provinces: Huaphan, Xiengkhouang, Oudomxay and Phongsaly which cover twelve districts. Its main objective is to support local Government and the communities to improve their Livelihood and Nutrition of the vulnerable and poor rural people.
The project is now seeking for qualified candidate to fulfil the positions outlined in new organizational structure as details below:

1) **Senior Nutrition Officer**

A./ **Summary of role**

The Senior NUT Officer is responsible for developing, monitoring and providing support through demonstration on how to implement nutrition guidelines and tools to be applied by Nutrition Young Graduates (NYGs), Farmers Nutrition Group (FNG) members in target villages. S/He will lead and oversee the planning, management and implementation of the nutrition related activities to be carried out in the PRF Nutrition Manual, including the Farmer Nutrition Groups (FNGs), Home Nutrition Gardens and Multimedia Peer Learning. This assignment includes more specifically training and supervisions of the District NUT Officers and NYGs, including workplan preparation, monitoring and reporting on project nutrition activities and related financial aspects. While the Senior Nutrition Officer will be responsible for the technical supervision of district and NYG staff, day-to-day management of district and NYG staff will be the responsibility of District Coordinators.

B./ **Qualifications and experiences**

* An advanced university degree, Social Sciences, Rural Development, Economics, Health, Nutrition, Agriculture, Development studies or other relevant field;

* At least 5 years of experience implementing or supporting nutrition activities in Lao PDR, is required;

* Experience in agriculture-based nutrition activities, handicraft or other micro-enterprise;

* Experience in working with ? in particular training of ethnic groups in mountainous and remote areas;

* Experience in the implementation of program with focus on gender promotion;

* Experience of project preparation, design, monitoring, coordination support and institutional strengthening;

* Experience in training of Project staff for nutrition and community development operations;

* Strong analytical skills for project design and for incorporating of best practices and lesson learned;

* Excellent knowledge of the different stakeholders involved in rural development activities in Lao PDR (government and donor?s community);

* Fluency in English and Lao (writing, editing, reporting and speaking);

* Perfect command of Microsoft Office (Word, Excel, Power Point, Email and Internet);
* Familiarity with projects financed by the World Bank is an advantage;
* Women are encouraged to apply;
* Lao National only;

2 ) **Agriculture and Livelihood(Livestock) Office**

**A./Summary of Role**

The main objective of the position is to supervise, support and report on the implementation of agriculture and livestock based (farm) livelihood activities and off-farm livelihood activities under Component 3: Livelihood and Nutrition of PRFIII AF, ensure that these livelihood activities are implemented in accordance with the SHG and PG guidelines and technical guidelines and Project Operation Manual (POM). He or she will take main responsibility in coordinating, planning, implementing and reporting for Livelihood activities.

**B./ Qualifications and experiences**

* At least Bachelor degree in agriculture/livestock or rural community development or other relevant area of expertise such as Social Sciences, Rural Economics, Microfinance Management or Development studies;

* Minimum 5 years’ experience on Community Driven Development (CDD) or Livelihood project implementation, training and team building as well as community mobilization, community capacity building and women empowerment;

* A minimum of 2 years of experience on gender mainstreaming and formulations of groups (e.g. production group, saving, handicraft production group, other income generation group);

* Experience and or solid knowledge on developing marketing process, market dynamics as well as establishing networks between with target PGs with other producers and buyers for livelihood product supply and services;

* Sound knowledge with project planning using CDD approach, project formulation and prioritization, and log-frame techniques and analysis;

* Proven record and experience in working in remote, rural areas which are home different ethnic minorities groups and the poor;

3 ) **Microfinance Assistant**

**A./Summary of Role**
Microfinance Assistant (MFA) will assist Microfinance Specialist and Head of LN to monitor Livelihood Activities to monitor and ensure effective implementation of the microfinance systems and guidelines on the ground by Self-Help Groups (SHGs), Production Groups (PGs) and Village Self-Help Group Committees (VSMCs). MFA will follow up and obtain all required data and reports from the district team including District Coordinators, Monitoring & Evaluation and Livelihood (DCMEL), District Finance, Administration and Microfinance Officer (DFAMO) and Young Graduates (YGs) and enter and update the data in the MIS system.

B./Qualifications and experiences

* Bachelor's Degree in Accounting, Finance, Economics or Statistics;

* Assistant to National Microfinance officer should have fundamental knowledge on rural microfinance training and on Livelihood Development Concept;

* Primary Comprehensive knowledge of SHGs best practices, especially with regard to the provision of financial services in rural areas for agricultural and non-agricultural activities;

* Proven technical expertise in all facets of microfinance development;

* Good understanding of microfinance sector development principles and approaches, the different types of financial institutions and their services;

* Knowledge of participatory approaches for capacity building;

* Understanding of gender mainstreaming is preferred;

* Track record of at least 3 years work experience in themes of rural microfinance performance;

* Excellent report writing in Lao and good communication skills in English;

* Strong Passion on Rural Development and Poverty Reduction through Community Driven Development Approach;

* Ability to work in a multicultural setting and Rural Remote Condition;

4 Administration Assistant

A./Description of Duties and Responsibilities:

1. Ability to interpret program policies and procedures
2. Ability to independently plan, organize and carry out work assignment
3. Ability to analyse and prepare fiscal, financial and statistical records and reports
4. Ability to communicate effectively both orally and in writing
5. Ability to maintain positive business relationship with other employees, agencies and with the public
6. Ability to work with information that is both sensitive and confidential in nature
7. Supervise and direct all activities related to the principal functions within the PRF such as travel, logistics and transportation and protocol, registry, premises and property. All duties are to be carried out with due diligence to maximum cost-effectiveness, efficiency and maintaining the integrity of the PRF;
8. Perform other duties as may be required or assigned by the Head of F&A Division and Executive Director.

B./Qualifications and experiences

* A diploma in Office/Business Administration with familiarity of public management;

* At least 3 years relevant work experience in general administration and reception. Familiarity with office administration of projects financed by the World Bank is an advantage;

* Good understanding of government and foreign aid project operations/management;

* Experience in international administration rules and regulation and procedure is an advantage;

* Good English and Lao (writing, editing, reporting and speaking);

* Good command of Microsoft Office (Word, Excel, Power Point, Email and Internet);

* High level of efficiency and responsiveness. Showing team spirit and open to learn;

5) Procurement Assistant

A./Summary of Role

The Procurement Assistant (HR) is responsible for managing and developing in recruitment process of national consultants (local staff) and international consultants including individual assignment and firm services and ensures all recruitment process compliance with World Bank and Government of Laos procurement regulations and requirements;

B./Qualifications and experiences

* Bachelor's degree in Business Administration/Public Administration, or Human Resource Management;

* A minimum of 5 years relevant technical working experience in maintaining and implementing HR polices and guidelines;

* Experience and familiarity with procurement procedures based on rules and regulations applied by WB, ADB, United Nations or other international agencies preferable;

* Experience in developing and implementing HR policies, guidelines and instructions;

* Experience working with State Organization and in a related environment;

* Familiarity with government and foreign aid project operations;

* Fluency in English and Lao (writing, editing, reporting and speaking).

6) Reporting & Evaluation Officer

A./Summary of Role

This position will supervise Program data validation and verification for reporting against project development objective, outcome and output level indicators set in the Results
Frameworks and prepare a final draft (Semi and Annual Project Implementation Progress Reports and Project Completion Reports, Information Sheets and Brochures to be reviewed by Head of Division, PMT and ED before submission to donors and public disclosure.

B./Qualifications and experiences

* A university degree in rural development/social sciences, Computer Engineering and Systems, economics, or related subject.

* Excellent data processing and trend analysis skill and report writing skill in both Lao and English languages.

* At least 3 years of experience in working with development project, experience on data analysis and report writing or related experience both Lao and English languages, including the result framework preparation and outcome evaluation.

* Understand work related the monitoring and evaluation of livelihood and nutrition activities.

* Strong analytical and reporting skills and a good interpersonal skill.

* Understand/knowledge of policy and economic development of Laos and other countries.

7 )Management Information System (MIS) Officer

A./Summary of Role

A comprehensive monitoring and evaluation system has been set up to track whether PRF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives as well as achievement indicators. Therefore, the key role of the MIS officer is to manage and maintain PRF MIS, and provides quality data in a timely manner for decision-making and reporting.

B./Qualifications and experiences

* A university degree in rural development/social sciences, Computer Engineering and Systems, or economics.

* At least 4 years of experience in Monitoring and Evaluation, data analysis and report writing.

* Knowledge on data flow of livelihood and nutrition activities.

* Strong analytical and reporting skills.

* Fluency in written and spoken English and Lao is essential.

* Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software, including the online application system.

* Working knowledge of project planning and implementation monitoring.
* Familiarity with government and international project operations disciplines is an asset.
* Ability to work independently and as part of a team
* Willingness to regularly work in rural areas.

All positions mention above are encouraged for women and people from small ethnic groups to apply

The detailed job description can be obtained at PRF website: http://www.prflaos.org

All interested applicants should submit (1) a cover letter outlining clearly how the candidate meets the requirements of the position, (2) a detailed CV with one (3x4) photo and (3) supporting documents (certificate of the most recent employment, certificates of qualification/graduation, a list of at least three referees, etc) to the Poverty Reduction Fund, RDPE building - Prime Minister’s Office, Sisavathai Village, Chanthabouly District, P.O Box 4625 Vientiane, Tel: 021 261479 - 80, Email:khemphone@prflaos.org or Mr. Nuthong prfsecretary@prflaos.org. Please note that all submitted documents will not be returned.

Only short-listed candidates will be contacted


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