

Job opportunity : Community Manager

The birth of an Eco-valley in Khammouane Province : A Lao model of sustainable touristic community (04/2020 – 12/2022)

Tetraktys is a French NGO conducting a project in partnership with the Konglor-Natane Ecotouristic Association (AEKN) in order to develop eco-tourism in Konglor, Natane Valley and Nakai district.

Tetraktys and AEKN work directly with the communities as well as with the local authorities to create new touristic activities, to protect the environment and to improve the living standards of the communities.

Tasks and responsibilities:

For the 2nd phase of the project (2020-2022) (*a 1st phase of the project was implemented between 2016 and 2019*), Tetraktys is looking for a community manager. Under the supervision of the project coordinator, his/her main tasks will be the following ones:

- To provide oral and written translations from Lao to English and English to Lao, during meetings and on a daily basis for the project coordinator
- To work in collaboration with the AEKN staff;
 - ✓To organize and attend meetings with the communities and the local authorities
 - ✓To participate in the preparation and implementation of the activities of the project; community trainings, data collections, missions of international experts...
 - ✓To participate in writing activity reports and minutes of meeting
- To organize the logistics for field missions and international missions
- To support the project coordinator in various administrative tasks; update of official documents required for the project, facilitate procurement of work documents or visas...
- To report to the project coordinator all relevant information about the project or the cultural aspect

Qualifications:

Skills

- Fluent in spoken and written English
- Knowledge of French is an asset
- Computer: Word, Excel, PowerPoint

Abilities

- Good communication skills; comfortable both with communities and official authorities
- Listening and critical thinking skills
- Strong team motivation/spirit
- Strong motivation to work in rural area

Background

Graduated in languages, social sciences or other specialization

Previous experience with NGO appreciated

Conditions :

- Based in Konglor, with regular trips to Natane valley/Nakai district.
- Full time position
- Salary based on experience
- Starting date; as soon as possible

Application :

Applications should include a **resume/CV** and a **motivation letter** (with references) in English.

Applications must be sent to this email adress:

tetraktys.laos@gmail.com

Only selected applicants for an interview will be contacted.