



CCL Project Advisor

Job Description

CONTEXT OF THE POSITION

Comité de Coopération avec Laos (CCL) is a French non-governmental organization based in Vientiane, Laos. Our main goal is to enhance rural development and contribute to poverty alleviation in Lao PDR. We have been running rural development programs in the northern uplands of Laos since 1980 in order to improve the livelihoods of Lao people, especially targeting ethnic minorities groups and remote women. <https://www.ccl-laos.net/>

The EU-funded SCALING project aims at improving the nutritional status of adolescent girls, pregnant and lactating women and children < 5 years in 14 districts in four Northern provinces. The project has started in December 2017 and will run until December 2021. The project's three main objectives are: improving nutrition and hygiene-related behaviours as well as access to quality nutrition and Reproductive, Maternal, Newborn and Child Health (RNMCH) services; targeting the local environment to mitigate the adverse underlying causes of malnutrition; and ensuring that local experience and context inform national policy, and strengthen local implementation of national policies, plans and strategies.

The project is implemented through a consortium with Save the Children as the lead in partnership with CCL, CARE and ChildFund. CCL is responsible to implement SCALING project in Phongsaly, Boun Neua and Nyot Ou Districts, Phongsaly province, with the support of the AFD (French Agency for Development) since January 2019.

JOB DESCRIPTION

The primary purpose of this position is to support the field team to coordinate the SCALING project activities in Boun Neua, Phongsaly and Nyot Ou districts, jointly implemented with the Consortium partners, local communities and the government of Lao PDR (PoH and District Offices).

This includes the development and implementation of plans and activities, coordinating and providing technical inputs, managing budgets and administrative tasks and personnel, assisting with policy development, fundraising, conducting monitoring, evaluation and reporting. The project advisor will be the CCL MEAL focal point as well as the CCL communication and visibility focal point within SCALING consortium.

KEY RESPONSIBILITIES

- ✓ Overall management of all SCALING program activities implemented in Phongsaly province in collaboration with the Consortium partners, Government agencies and communities,
- ✓ Overall HR management, elaborate job description and selection of the CCL SCALING field teams, mentoring and supervision of all CCL personnel involved in the project, with the CCL national project coordinator based in Boun Neua,
- ✓ Overall budget management according to work plans, MoU and donor requirements,
- ✓ Develop, approve and monthly activity/budget plans, and supervise the roll out of the activities.
- ✓ Build relationship; ensure effective communication and coordination between CCL, GoL Agencies, the consortium partners and any other partners in relation to the implementation of activities,
- ✓ Coordinate and support the organization of the consortium technical experts 's missions and donors' visits in Phongsaly, with the CCL national project coordinator based in Boun Neua,
- ✓ As MEAL focal point, ensure collection, management and analysis of all data associated with project activities is conducted and is included in detailed reports in coordination with CCL technical staff,

- ✓ Produce narrative reports and support the production of financial report with CCL and attend the audit of the project,
- ✓ Contribute to the reporting of CCL (Annual, BOARD...),
- ✓ Ensure visibility, in line with the consortium communication guidelines. Supervise the creation and the publication of quarterly communication posts,
- ✓ Attend all program related meetings as necessary and requested, including the consortium steering committees,
- ✓ Active participation in the development of the association with the CCL Director, networking and fundraising.

REQUIREMENTS

- ✓ University degree or equivalent professional qualification in a relevant discipline (Social Development, nutrition or any other related field),
- ✓ At least 5 years' experience in large scale project management (> 1 million €) including managing HR, budgets and expenditure, experience of EU-funded projects is required, AFD-funded is a plus,
- ✓ Relevant Experience in Projects related to Nutrition/health/education in SEA, ideally in Laos is a plus,
- ✓ Ability to travel extensively to the targeted area is required,
- ✓ Experience in building partnerships with government agencies, civil society, international partners and ethnic minorities, experience in working in consortium is a real advantage,
- ✓ Ability to take initiatives, decisions and work in autonomy is essential,
- ✓ Fluency in English and French is required, Lao is a real advantage,
- ✓ Good interpersonal, communication, and leadership skills,
- ✓ Strong personal ethics,
- ✓ Computer literacy, particularly proficiency using Microsoft Office products,

CONDITIONS

- ✓ The position is based in Vientiane, **with frequent missions** to Boun Neua office and the three target districts (Phongsaly, Boun Neua and Nyot Ou), Phongsaly Province.
- ✓ Full-time position, international position- **Women are particularly encouraged to apply-**
- ✓ Duration: the project will run until Dec 2021. Anticipated start date: **1st of May 2020.**

APPLICATION PROCESS

Applicants are requested to submit their proposals by **the 15th of March to:**

- Mrs Manivone VORACHAK, CCL Country Director, manirachaks@gmail.com, Elisa Fily, CCL Project advisor elisafily.ccl@gmail.com