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Social Programs Advisor

Based at the project location in the South of Laos, you will contribute by your expertise as a social programs advisor, seconded by SFE to a local social business, to oversee two social programs through the Lao business. Position includes overseeing a Lao team and working with SFE and the business to strengthen the capacities of the local team to offer a service of quality to the project beneficiaries, with a concern to for inclusion and sustainability.

In association with the local staff and in the environment of the business, you take part in a development and promotion of the social programs. You will support and develop the capacities of the local managers in order to help them become more independent in management. You contribute to enhancing the capacities of sales representatives who are development providers through continuing training, transfer of skills and adapted technologies. You coordinate the implementation and monitoring of the project, evaluating data, and participate in the relationship with donors.

1. Introduction of SFE and the social business:

SFE is an NGO working in the South of Laos since 1998. Currently leading four projects involving more than 50 local collaborators and 16 foreign experts, SFE implements projects closest to the field to meet the real needs of the people and the communities who are considered partners in development rather than beneficiaries. In collaboration with the local authorities, SFE is involved in support of the medical structures and integrated rural development.

The social business has worked in southern Laos for over 10 years and employs over 70 people. The business produces products that provide solutions to basic needs and are sold to families throughout Laos as well as cooperating with NGOs. Proceeds of sales covers all costs of production, sales distribution, salaries, and management of the company.

2. Job status and starting date:

- First contract length: at least 3 years
- Full-time
- Volunteer status
- The volunteer should be involved in looking for their financial support

3. Location :

Southern Laos.

4. Framework defined by:

- The agreements between SFE and the social business
- A Memorandum of Understanding signed between SFE and the social business
- All the official documents of SFE including internal regulations and vision of SFE
- The social business employee handbook

- The two social programs:
 - Subsidy program for needy families, subsidizing products for the poor has provided over 10,000 subsidized products in southern Laos. The subsidy program follows good development practice: each family provides a small family contribution to ensure ‘buy in’. In addition, each family is given lessons on clean water, hygiene, and the dangers of open defecation. Management and implementation of the program is by Lao staff and the subsidy program is overseen by the SFE seconded advisor.
 - Subsidy program for rural education, provides the product to schools as well as interactive lessons about child rights, dangers of drug abuse and human trafficking, handwashing, and other topics. Trainings are given to both students as well as education personnel and community participants. Management and implementation of the program is by Lao staff and the program is overseen with the SFE seconded advisor.

5. Main activities:

General project management:

- Oversee and advise the two social programs described above
 - work with the Lao managers for both programs on project implementation, budget follow up, activity planning, staffing.
 - occasionally travel with teams to see the programs in action
- Coordinate with the social business leadership team for program implementation and planning
- Ensure proper implementation of the project according to donor needs
- Beneficiary commitments in agreement with SFE vision and working methods as well as those of the social business model
- Support the Lao management team for the supervision, coaching, and appropriate training of the local staff
- Train the Lao managers with adapted tools for more independence and efficiency in their work
- Ensure that the following values are considered in the implementation of the project. Where appropriate, train the teams and redirect the ways of working:
 - Inclusion, particularly the poorest, people with disabilities, and the most disadvantaged
 - Promotion of equal rights according to gender
 - Respect of the environment
 - Sustainability of actions undertaken
 - Constant participation of beneficiaries in the design and planning of activities, financial contributions, in kind and in labor

Administration/Communication/Coordination:

- Facilitate collaboration with SFE and the business
- Support the Lao managers in administrative work, financial and operational management
- Maintain good relationships with the financial partners of the project, especially by producing annual and financial reports on time
- Oversee the information/data for better management and reporting
- Analyse data for report writing
- Follow donor templates for report writing
- Gather ‘Stories of Change’ for each program to use in report writing, donor relations, and fundraising campaigns
- Participate in the planning and design of future direction of the projects, coordinating with the goals of SFE and the social business
- Contribute to the functioning of SFE through exchanges with other projects, sharing of skills, and participation in the internal functioning of the NGO.
- Contribute to the social business through support and good communication with leadership team and local staff

6. Supervision

Social business leadership team and SFE Laos Country Coordinator

7. Skills, education, and experience required

Skills:

- Willingness to serve the poorest in Laos, for a duration of at least three years
- Good capacity to create and maintain relationships
- Capacity to work in a team and to lead working groups

- Capacity to share knowledge in a simple and educational way
- A curious and open mind to look for innovative solutions, especially to improve life and dignity of the most vulnerable
- Capacity to write reports, analyze data, and to follow a budget
- Autonomy and self-training facility, flexibility to learn the Lao language
- Character capable of supporting a situation of relative isolation over the period of engagement, including limited access to adequate medical facilities
- Skills in at least some of the following
 - Social business management
 - Development project management (design, writing, and evaluation)
 - Fundraising
 - Institutional communication and public relations
 - Water and sanitation basic principles

Experience:

- At least 3 years of professional experience in project management and/or team management
- A work experience in intercultural or foreign environment is an advantage
- Knowledge of the world of « development » is a plus, but initial training in the beginning of employment is possible
- A strong faith foundation

• ***Education:***

- Training in project and business management and/or team management
- Good knowledge of written and spoken English
- Training in development is an advantage but not required

Application Process:

CV and motivation letter have to be sent by email to: france@sfe-laos.org
 website: www.sfe-laos.org

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