



Service Fraternel d'Entraide
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Program Manager

SFE is an NGO active in southern Laos since 1998. SFE implements development projects, as close as possible to the field, in order to meet the real needs of the most vulnerable people and communities. SFE intervenes in the areas of community health, nutrition, water and sanitation, agroecology, social inclusion. It provides its support in collaboration with local partners who share its values.

Your Mission: coordinate and manage all SFE projects and initiate new fields of action in accordance with the SFE strategy and vision.

Your responsibilities:

- Monitor ongoing projects
- Develop programs and supervise the design of projects
- Provide technical and methodological support in project design, data collection, results monitoring, theory of change, capitalization, impact studies.
- Develop practical tools (guides, methodological sheets) on project evaluation, capitalization, risks and challenges, reporting and other methods and train teams.
- Support and supervise the participation of project managers in the drafting of proposals and reporting.
- Ensure the quality and punctuality of reporting to technical and financial partners
- Create synergies with local partners bringing added value to projects
- Adhere to the values of the SFE

Your skills:

- Mastery of the management of development programs and projects (design, writing, evaluation) and their methodological tools (mandatory)
- A strong sense of organization and planning
- Ability to take responsibility, to work in a team and independently, to lead working groups.
- Good written and spoken French and English is required
- Several years of experience in project management in NGOs or associations in the international development sector.

Position: first minimum commitment of 3 years, full time.

Volunteer position. Active participation in finding its own financial support is required.

Work place: Vientiane, Laos

Recruitment process

Complete applications with CV and cover letter should be sent to france@sfe-laos.org.

Applications will be continuously evaluated and selected profiles will be contacted for a first interview.