



Alongside Lao People

## SFE Laos is looking for

### an Occupational Therapist

for a project on inclusion of people with disabilities

**Based in Attapeu (Southern Laos), you will be required to be involved in the implementation of a project that aims to strengthen the capacities of local actors (government, Lao association for people with disabilities, communities, medical services) for the identification and service of people with disabilities and to create a service centre that will offer occupational therapy services over the long term.**

In conjunction with a local management team and at least one other expatriate, you will manage a local team for the implementation of the project. You maintain close links with the project's governmental and non-governmental partners for concerted and effective action, according to the terms of the contracts with the government and with the project's donors. You will train the team in project management, monitoring and evaluation, reporting, and if necessary in some of your other areas of expertise relevant to the project (physical therapy, occupational therapy, social work, etc.).

#### 1. SFE presentation

The SFE is a French NGO active in southern Laos since 1998. With its 4 projects currently underway involving more than 50 local staff and 15 expatriate experts, the SFE seeks to implement projects as close to the field as possible, in order to meet the real needs of people and communities who are considered development partners rather than beneficiaries. In collaboration with local authorities, the SFE is involved in the areas of support for medical services, integrated rural development and inclusion of people with disabilities.

#### 2. Type of position and date of hiring

- First contract duration of 3 years minimum.
- Full-time position.
- Volunteer position. The candidate must collect his financial support (support can be provided by the SFE in this area, to be discussed)
- Desired start: as soon as possible

#### 3. Site

Attapeu Province.

#### 4. Working condition

- Agreements between the SFE and its donors.
- The framework agreements relating to SFE projects (Memorandum of Understanding) signed between the SFE and the Laotian government.
- The set of official documents of the SFE including the internal regulations and the vision.

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Service Fraternel d'Entraide

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## 5. Main activities

- Ensure the coordination of the project and the achievement of the objectives set out in the contracts with the partners.
- Train Lao team members to implement project activities.
- Train Lao team members in certain (specific) areas of expertise as needed.
- Contribute to raising awareness and training of partners in the holistic care of people with disabilities: the provincial disability office, the Lao Disabled People Association, health services, communities, people with disabilities, etc.
- Promote a high quality service for the beneficiaries of the project.
- Work with the families and communities of the beneficiaries to promote their inclusion.
- Maintain good relations with the project's financial partners, in particular by producing timely activity and financial reports.
- Maintain the best possible relations with local authorities at provincial and district level.
- Participate in the reflection on the continuation to the first phase of the project, contribute to the implementation of the following phases.

## 6. Supervision

- SFE Field Representative

## 7. Qualities, qualifications and experience required

- **Qualities**
  - Willingness to serve the poorest in a remote province of Laos, for a minimum period of 3 years.
  - Good ability to create and maintain relationships.
  - Ability to work in a team and lead working groups.
  - Ability to share knowledge in a simple and educational way.
  - Curiosity and an open mind to seek innovative solutions in a context where few actions are taken to restore dignity to the most vulnerable.
  - Ability to write reports and monitor a budget
  - Autonomy and self-training ability, flexibility to learn Lao and work in this language.
- **Experiences**
  - Project management and team management (minimum 3 years required).
  - Work experience in an intercultural team or abroad is an advantage.
  - Work experience in a disability-related field is an advantage.
  - Knowledge of the world of "development" is a plus, but initial training at the beginning of employment is possible.
  - Solid foundation in faith.
- **Qualifications**
  - Basic training in occupational therapy, physiotherapy or social work
  - Good knowledge in English (written and spoken)
  - Additional training in project management or team management is a plus.
  - Training in development is an advantage but is not required.

## 8. Application process

Application should be sent to: [france@sfe-laos.org](mailto:france@sfe-laos.org).

Website: [www.sfe-laos.org](http://www.sfe-laos.org)

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