



Alongside Lao People

Vacancy: Project Manager

to manage 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 train the team in project management, monitoring and evaluation, and reporting.

1. Introduction of SFE:

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

2. Job status and starting date

- First contract duration of 3 years minimum.
- Full-time position
- Volunteer status. We ask the volunteer to be involved in looking for his/her financial support
- Expected start date: as soon as possible

3. Location

Attapeu Province

4. Framework defined by

- The agreements between SFE and its donors
- The framework agreements relating to SFE projects (Memorandum of Understanding) signed between the SFE and the Laotian government.
- All the official documents of SFE including in particular the internal regulation and the vision.

5. Main activities

- Ensure the coordination of the project, the follow-up of the budget and the achievement of the objectives set out in the contracts with the partners.

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- Train Lao team members to organize and to implement project activities and manage the team's coordination.
- 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.
- Contribute to the training of partners in the holistic care of people with disabilities: provincial disability office, 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.
- 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. Skills, education and experiences required

- **Skills**
 - Willingness to serve the poorest in a remote province of Laos, for a duration of three years at least.
 - Good project management, report writing and budget monitoring skills
 - Good team management and work group facilitation skills
 - Ability to create and maintain relations.
 - Ability 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.
 - Autonomy and self-training ability, flexibility to learn Lao and work in this language.
- **Experience**
 - Project management and team management (minimum 3 years required).
 - A work experience in intercultural or foreign environment is an advantage.
 - A work experience in the disability field is an advantage
 - Knowledge of the world of «development» is a plus, but initial training in the beginning of employment is possible.
 - A strong foundation in faith.
- **Education**
 - Basic training in project management or team management.
 - Good knowledge of written and spoken English.
 - A training in development is an advantage but not required.

8. 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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