



Alongside Lao People

Program Manager

To serve the most disadvantaged people in Laos by supporting field teams in the management of development projects

1. The SFE

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

2. Job Description:

- Advise and strengthen field teams in the design and management of projects.
- Monitor projects and oversee project reporting
- Participate in the preparation of funding applications to institutional donors.

3. Primary Responsibilities

Project Management:

- Provide technical and methodological support in project design, 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.
- Ensure project monitoring from Europe and through field visits
- Ensure the quality and timeliness of reporting to technical and financial partners
- Support and supervise the participation of project managers in proposal writing and reporting.

Interface with financial partners:

- Consolidate and expand relationships with technical and financial partners (institutions, foundations, corporate foundations)
- Research funding opportunities and calls for proposals
- Draft, follow up and negotiate funding requests with institutional donors (AFD, DDC, Fedevaco) and some private foundations.
- Monitor and exploit relevant opportunities for strategic partnerships with other organizations to seek co-funding.
- Report on all work to the SFE Board of Directors at monthly meetings.

Service Fraternel d'Entraide

France : 3, route de Grand-Charmont – FR-25200 Montbéliard

Tél. : +33-(0)781.64.16.49 – E-mail: france@sfe-laos.org – www.sfe-laos.org

4. Supervision

- Reporting to the Chair of the Board of Directors
- Functional relationship with the country representative in Laos, the project teams and the communication manager

5. Skills and experience required

Competencies

- Mastery of program and development project management (design, writing, evaluation) and their methodological tools (mandatory)
- Skills in fundraising
- Good communication and public relations skills
- Good writing skills
- Ability to analyze and synthesize
- Perfect command of written and oral expression in French and English (C1 level),
- Knowledge of German would be a plus.
- Mastery of computer tools including MS.

Professional experience required

- Minimum 3 years of project management in an NGO or association in the international development sector.
- Experience in the field of international cooperation and sustainable development.

Qualities

- Commitment, dynamism, proactivity
- Rigor, reliability, loyalty
- Ability to work independently and in multidisciplinary groups
- Ability to lead working group
- Excellent interpersonal skills
- Adherence to the values of the SFE

6. Type of position and hiring date

60-80% permanent contract

Desired hiring date: October 2022

7. Location

Based in France working from home, willingness to travel to Laos.

8. Application process

Applications should be sent to france@sfe-laos.org.

September 2022

Website: www.sfe-laos.org