



Alongside Lao People

SFE is looking for a **Country Representative**

Based in Vientiane (capital city of Laos), the Country Representative represents SFE towards authorities, partners and donors. Internally, the Country Representative acts like a facilitator to ensure timely decision making, information sharing and internal support regarding projects, people and vision.

1. SFE

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, 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, 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: July 2022

3. Location

Vientiane Capital.

4. Framework

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

5. Main activities

Management : Chairs the Executive Team (Expatriate Field Representative, Lao Operational Manager and Country Representative) and the Council (gathering of all expatriates and advisors). Oversees Vientiane office activities, including the accountancy and finance of the NGOs in collaboration with the Finance Coordinator.

Support to SFE projects: Supports occasionally the projects for project management, finance management or any other needs. Ensures the regularity of programme reports and accounts necessary for the authorities and donors. Reads progress reports, particularly those intended for funding organizations (coordinated with the Field Representative). Provides introduction to new team-members.

Service Fraternel d'Entraide – ອົງການ ຊ່ວຍເຫຼືອຊຶ່ງກັນແລະກັນ

ສໍານັກງານໃຫຍ່ : ຕູ້ປ່າ 5211, ບ້ານໂພນສະຫວັນໃຕ້, ເຮືອນ 147, ຮ່ອມ 3, ວຽງຈັນ
Head office : P.O Box 5211, Baan Phonsavantai, Vientiane

Email laos@sfe-laos.org – Tel/Fax: +856 (0) 21 315 398
Internet: www.sfe-laos.org

Internal and external communication: takes part in regular meetings with the Executive Team, the management team of each project, the committee, main partners.

Yearly appraisal processes: Supervises the evaluation process for the expatriates, carries out a yearly appraisal for the Operational Manager, organizes a yearly appraisal and planning workshop for the Executive team.

Networking and fundraising: Maintains contact with other organizations (local and international), structures, networks and authorities in order to promote fruitful exchanges and partnerships. Suggests to the Executive team or the Council about opportunities of partnerships, ongoing training, knowledge exchange, etc. Coordinates the creation and sending of funding requests for project donors. Clarifies fundraising and reporting priorities to the fundraising officer.

6. Supervision

SFE Committee.

7. Qualities, qualifications and experience required

- **Qualities**
 - Willingness to serve in 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 write reports and monitor budgets
 - Willingness to travel to remote provinces frequently.
 - Autonomy and self-training ability, flexibility to learn Lao and work partly in this language.
- **Experiences**
 - Management of an organization, project management and team management (minimum 3 years required).
 - Work experience in an intercultural team or abroad is an advantage.
 - Work experience in an international NGO is an advantage.
 - Knowledge of the world of “development” is an advantage.
 - Solid foundation in faith.
- **Qualifications**
 - Project, team and finance management
 - Fluent English (written and spoken)
 - A training in international development is an advantage.

8. Application process

Application should be sent to: france@sfe-laos.org.