

ROLE PURPOSE



Role Title: Project Officer

Division: Programs

Location: Vientiane
Lao PDR

Date: 15 October
2024

Employment type: Fixed term
full time with flexible work
arrangement

Reports to: Project
Coordinator

**Number of direct
reports:** None

Leadership Band:
Leads self

Purpose of the role:

The Project Officer is accountable for working with implementing partners in Lao PDR for the strategic planning, design and operational delivery of FHF Laos's programs that align to The Foundation's strategic framework.

The Project Officer will own the outcomes of:

1. Program coordination to ensure implementing partners achieve project activity and outcomes in accordance with agreed project design documents, Partnership Agreement, work plans and annual budgets.
2. Timely submission of quality regular reports from partners to the Project Coordinator, including output data entry, and assist partners with timely mobilization of resources and services to initiate and complete activities.
3. Actively participate in the development of project proposals and project design documents.
4. Coach and mentor implementing partners to comply with the Foundation's program implementation and financial management manual, ensure all requisitions are appropriate and align with planned and budgeted activities.
5. Monitor and evaluate stages of project implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program, gather and share lessons learned.
6. Work closely with the Finance and Operations Team to assist in the preparation and monitoring of annual financial budgets, and ensure proper partner accountability of funds, in line with FHF procedures and guidelines.
7. Support partners to prepare and monitor annual financial budgets, review partners' fund requests and settlement, ensure their timely financial returns and utilize project assets as per FHF policy.
8. Also, for all FHF Laos projects, this position will:
 - (i) Coordinate all projects output entries and targets for compilation and will update quarterly data into master excel files as FHF guidance.
 - (ii) Coordinate the development of monthly and quarterly progress reports of all projects.
 - (iii) Support the administrative work for Lao's program where possible
9. Other tasks as requested by your manager e.g.
 - Participating the government stakeholders meeting on behalf of Lao office
 - Assist manager in preparing partners' meeting, training and project mentoring system
 - Supporting another project team to do double checking quarterly project activity planning and budgeting when required.

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Strong experience in project design, management, budget development and monitoring.
- Experience in the implementation of health projects and required outcomes.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Managing outcomes through partners and relationships with key stakeholders

Skills:

- Project management skills and ability to meet deadlines and juggle several projects concurrently
- English desirable but not essential
- Proficiency in the use of computer programs
- Excellent interpersonal and stakeholder engagement skills
- Aptitude to work independently and in a team environment

Desirable Experience:

- Worked in non-profit or government sector, in public health or related fields.
- Proven ability to influence and work with partners and stakeholders.

Qualifications:

Bachelor's degree in relevant field (Social Development, Public Health)

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.

Travel:

Additional Responsibility:

Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Laos
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children