



## **Vacancy Announcement**

PFHA is the leading family health association striving to provide all people with innovative and up to date RH information and quality services by empowering individuals through raising awareness of RH knowledge, information and service and improving quality of RH care and services for its beneficiaries in collaboration with Government authorities, relevant stakeholders, and other civil organizations.

Currently, PFHA received a grant from ministry of foreign affairs of Finland and Plan Finland to implement MBMF project and PFHA has partnership with 2 organizations - Plan Laos and Gender Development Association (GDA) to implement “**My Body My Future (MBMF)**” project in Houn district, Oudomxay province, funded by Plan Finland. The project will last months ( 1 January 2023 to December 2025).

Therefore, PFHA is seeking a dynamic and motivate individuals to work for the project. One position is available for candidates to apply: **Field Project Coordinator** This is a full-time position which will be based in the Parktha district Borkeo Province.

### **Roles and Responsibilities**

My Body My Future (MBMF) Field Project Coordinator (FPC) is under the guidance and supervision of MBMF Technical Project Manager. S/he will play the important role on assistance, follow up and project implementation on the field. S/he will be responsible for coordination, project setting, work plan development, partner capacity building, implantation of the project, partner support, data collection and reporting in order to implement the project smoothly and successfully as the project goal

### **Main Tasks**

- 1. Project Coordination**
- 2. Project Setting**
- 3. Workplan Development**
- 4. Project Implementation**
- 5. Partner Capacity Building**
- 6. Partner Support**
- 7. Data Collection**
- 8. Reporting**
- 9. Apply local thought**

### **Qualifications**

- Bachelor’s degree in Finance-Accountant,
- University degree on administrative
- University degree on social science, community/rural development or equivalent
- Basic knowledge in English



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- Knowledge on Sexual Reproductive Health and Rights
- Knowledge in finance and account procedures
- Knowledge on office filing and documentation
- Understanding on gender sensitive and rights
- Good computer skills in using Word, Excel and Power Point
- Good communication skills, verbal and written
- Enough skill in facilitation
- Ability to communicate in English: reading, speaking
- Ability to train and monitor partners related project administration and financial issues
- Ability in planning, monitoring and supervision
- Good communication, diplomacy, negotiation
- Work respectfully and cooperatively with colleagues
- Willing to work in challenging situation
- Strong idea in learning new things
- Experience in Working with adolescent and youth, working in remote areas/community, working with any project as assistant personnel, experience in regard of financial (including financial reporting), accountant and budgeting as well as experience in administrative works (including filing)

**Salary:** Is negotiable based on qualifications and experiences

**Application:** PFHA is committed to equitable opportunities and cultural diversity. Candidates should be submitted their resume or CV with 3 referees, and a cover letter (other supporting documents/ references will be requested after being selected) that address the position above by 12 June **2024** to  
*Date line: 26 June 2024*

**Admin Officer/HR Assistant**

**The Promotion of Family Health Association, Lao PDR**

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PFHA will only contact the persons who are in the shortlist. Please note that PFHA has a Protection of Children, Young People and Vulnerable Adults policy in place and you will be bound by this policy if recruited.