

Terms of Reference

Job title: Project officer

Project title: the Laos Maternal Child Health Nutrition (LMCHN)

Performance period: September 1, 2023 to March 30, 2026

Place of assignment:

- Based in Houn district, Oudomxay province (1 position)

Organization

Gender Development Association (GDA) is a leading Gender Rights Non-Profit Association, working throughout Lao PDR since 1991. GDA works to empower particular women, gender diversity, and disabled people to achieve gender equity through joint action, knowledge sharing and ending gender-based violence and discrimination.

About the Project

USAID awarded a five-year (2021 – 2026) Cooperative Agreement (Cooperative Agreement No. 72043921CA00001) for the Laos Maternal Child Health Nutrition (LMCHN) Project to JSI. The goal of the USAID LMCHN project is improved health and nutrition outcomes among pregnant and postpartum women, newborns, children, and adolescents and GDA will under be specific of intermediate results (IR):

- IR4 Improved community engagement and responses for reproductive, maternal, newborn, child and adolescent health and nutrition.

The objective of IR4 of the LMCHN project is to improve community engagement, increase health knowledge, awareness, and change behavior to increase the uptake and utilization of health services, in particular primary health care services at the health center and district hospital.

The project will cover 2 Provinces (Phongsaly, Oudomxay), 4 districts and more than 303 villages. The LMCHN team will work with more than 33 health facilities, more than 303 village health committees and 641 village health workers.

Purpose

GDA is looking for 01 project officer. The Project Officers work closely with the Project Manager and take a leading role in ensuring the successful project implementation. This includes the collaboration with the government partners (provincial and district levels) and target communities as well as other stakeholders: INGOs, and Lao CSOs. **This position will carry out the activities related to nutrition behaviors of Community-led solutions (CLS) and Model and Mentor Families (MMF) trainings, consultation meetings, awareness-raising events and so on at community, district, and provincial level.**

Key Responsibilities:

1. Lead the project implementation and ensure all activities are implemented as plans.
2. Work closely with the project team and government counterparts to prepare and update the project activity work plans and oversee the logistical matters for project implementation;

3. Support team in day-to-day activities, particularly, focusing on the project implementation; identifying barriers of their work and resolving the challenges;
4. Participate in monthly meeting with the project staff to report the project progress, challenges, lessons learned, and solutions to problems. Attend meetings/events and do additional tasks as required;
5. Participate in GDA staff meetings to share best practices, project management skills and other knowledge obtained from the project and support other GDA activities;
6. Collaborate and coordinate with the GDA Communication Officer to prepare materials for project activities and publish the visibility materials for the projects and GDA;
7. Support the effective monitoring and evaluation of projects and donor compliancy;
8. Carry out the weekly and monthly work plan in consultation with the GDA team;
9. Write activity report and update the project activity implementation to the Project Manager, GDA program coordinator /Director or donors as a requirement;
10. Write quarterly and six monthly reports based on quarterly and six monthly plans to GDA's Line Manager/Director according the reporting timeframe.

Desired Qualifications and Key Competencies:

- Bachelor's degree or equivalent in political science, economics, international development, nutrition studies, social science or relevant field;
- Strong inter-personality and excellent skills in coordinating, communicating, facilitating and convincing groups/audiences;
- Experience and knowledge of project cycle management approaches;
- Demonstration of experience in implementing activities and managing project;
- Knowledge of nutrition, mother-child (1000 days) and related issues;
- Experience in working with a team and in supporting staff;
- Good skills in drafting reports and other documents;
- Experience in working with NPAs, INGOS;
- Understanding local languages (e.g. Hmong, Khmu, Akha) is highly regarded.

Application Submission:

Submit your complete application by no later than **06 December 2024**, including CV (with 2 referees) and a letter of motivation. Applications must be submitted by e-mail only and as PDF file to email: info@gdalaos.org, cc: sumaly93@gmail.com, in title: Application – LMCHN Project officers base location (you want to base) The only shortlisted candidates will be contacted for an interview.

For any questions regarding this advertisement, please contact:

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