

**VACANY ANNOUNCEMENT**

The Adventist Development and Relief Agency (ADRA) has been registered as an independent International INGO in Lao PDR since 1992 with a core focus to assist the most vulnerable by alleviating poverty through community driven development projects. ADRA Laos is connected to the ADRA Network which has 110 offices worldwide and operating without discrimination with regarding to ethnicity, gender, political or religious affiliation.

ADRA Laos is seeking to a **Project Manager** for our Phoukoud Office in Xiengkhouang Province. Under ADRA’s food security and livelihood project aims to increase small farm holder production and income and is funded by the Federal Ministry for Economic Cooperation and Development (BMZ) and ADRA Germany.

**Project Manager**

The Project Manager will perform a variety of management and administrative functions including project, financial, and staff management; partner and government relations; project reporting; and monitoring and evaluation coordination.

**Key Selection Criteria** *(please respond to these in your cover letter)*

* Bachelor’s degree in agriculture, rural and community development, project management or relevant field of study, Masters desirable
* Demonstrated professional experience of at least 5 years as a project manager of international development programs
* Demonstrated technical expertise and experience in agriculture, livestock, livelihoods, value chains, highly desirable
* Demonstrated experience in government relations and writing high quality reports essential
* Demonstrated experience in managing multiple teams and stakeholders
* Proven skills in making sound decisions, problem solving, conflict resolution, and analyzing and interpreting data
* Exceptional interpersonal and communication skills in English and Lao
* Proficient in MS office software programs.

**Applications should include**

* Cover letter addressing the key selection criteria mentioned above
* Current CV with 3 reliable references

The duration of the contracts will be until the end of 2022 but with possible extension dependent on funding and performance.

To register your interest please email admin@adralaos.org or call 264 611 and request the job description. **Deadline for applications is 25 March 2022.** ADRA encourages qualified and experienced women, and persons with disability and from ethnic minority backgrounds to apply. Only shortlisted candidates will be contacted for interviews.