



## JOB DESCRIPTION

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|--------------------------|-------------------------------------------------------------------------------|
| <b>Employer:</b>         | ADRA Lao PDR                                                                  |
| <b>Position:</b>         | <b>SARLI Climate Change Officer</b>                                           |
| <b>Reports to:</b>       | SARLI Project Manager                                                         |
| <b>Project:</b>          | Sustainable Agriculture and Rural Livelihoods Initiative (SARLI)              |
| <b>Location:</b>         | Vientiane Province                                                            |
| <b>Remuneration:</b>     | Determined based on qualifications and experience                             |
| <b>Term of contract:</b> | October 2022 to 31 December 2023 (with likely extension based on performance) |
| <b>Expected Travel:</b>  | Travel to the field, project offices and national office expected             |
| <b>Work Hours:</b>       | Monday–Thursday 8am–5pm, Friday 8am to 3pm – extended hours required          |
| <b>Equipment:</b>        | Office desk and furniture + laptop computer                                   |
| <b>Requirements:</b>     | Minimum three years’ experience and relevant qualifications                   |

### Position Summary

The Climate Change Officer will perform a variety of technical and administrative functions including implementation, coordination, mobilization of farmer organisations and deliver climate change adaptation and mitigation actions to increase their resiliency to climate change impacts on farming production.

### Core Competencies

#### RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

#### PRESENTING AND COMMUNICATING INFORMATION

Speaks fluently; expresses opinions, information, and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

#### APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

#### PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

### Position Outcomes

1. Climate Smart and Climate Change Agriculture activities are efficiently managed according to the annual detailed implementation work plans and budget allocations and meet or exceed performance targets.
2. Farmer Organisations have increased capacity and are equipped with the knowledge and skills to implement climate smart agriculture interventions and are able to adapt agricultural practices to mitigate against climate change.



3. Innovative and new ways to share knowledge, skills and methods with counterparts and communities are developed and implemented which will contribute to greater project impact and future sustainability.
4. ADRA can report credible evidence-based results which measure the impact of project interventions to government agencies and donors.

## **Operational Process Roles**

### **Climate Change**

- Manage all responsibilities of the delivery and implementation of SARLI climate change related measures to mitigate and support adoption of improved Climate Smart Agriculture (CSA) practices that will enhance farmers resilience for future climate changes
- Coordinate with NAFRI's Research Centre for Climate Change Resilience in Agriculture (RCCCRA) to train 26 implementing partners
- Develop Climate Smart Agriculture IEC materials, tools, guidelines, and training modules
- Coordinate with implementing partners to train Farmer Organisations (FOs) in climate smart agriculture initiatives and support establishing in Climate Smart Farmer Field School
- Support implementing partners in conducting an institutional capacity assessment by observing their current CSA practices, test their existing knowledge and understanding of CSA and assess their interest, willingness and commitment to adopt CSA practices
- Support FOs to adopt and monitor progress of all Climate Smart Agriculture initiatives and help FOs to train other farmers
- Identify active FOs and administer the Climate Smart Agriculture Innovation Fund grants in Xiengkhouang and Vientiane Provinces
- Develop Climate Smart Farmer Field Schools criteria, tools, and checklists
- Establish and support Climate Smart Farmer Field Schools in Xiengkhouang and Vientiane Provinces to become active learning hubs
- Identify potential action research topics and methodology with RCCCRA that will improve and inform agricultural resilience to climate change in Xiengkhouang and Vientiane Provinces (eg may include use of smart technology, monitoring seasonal changes, measuring rainfall and patterns, using drought and pest resilient seeds and local regenerating seeds)
- Train 8 research volunteers in research methodology, data collection and data documentation
- Conduct action research in Xiengkhouang and Vientiane Provinces and meet with Village Research Volunteers quarterly, and monitor progress
- Prepare action research data and findings to Project Manager for review, analysis, and reporting
- Put research recommendations into action to transfer knowledge and improve agricultural resilience to climate change and enhance project implementation
- Proactively develop and maintain positive relationships with government partners and village authorities and be a role model with strong work ethic, high standard of conduct and mentor and motivate partners and villagers
- Contribute to annual Detailed Implementation Planning process (DIP) and track progress against the DIP, log frame, PMF and budget allocations
- Keep updated on technical and cultural aspects of climate smart agriculture, climate change adaptation, climate change mitigation practices and be able to adjust the implementation strategy if necessary.

### **Financial and Administration**

- Prepare financial documentation for all agriculture, sanitation, gender activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets daily and submit at the end of the month



- Adhere to all ADRA's financial policies and procedures including cash advances and reconciliations, and procurement
- Complete a biannual and annual performance evaluation and identify professional opportunities that may enhance your skills and knowledge to perform more effectively.

#### **Partner and Government Relations**

- Develop and maintain positive, strong relationships with ADRA government partners, SARLI sub-contracted partners, other INGO's, stakeholders and organisations
- Represent ADRA at government, development partner / INGO technical and sector working group meetings and establish strong working relationships for future collaboration.

#### **Reporting and M&E**

- Support the Programs team with project monitoring and evaluations including the baseline, mid-term, and end of project reviews; donor monitoring visits; quarterly monitoring of activities including human interest stories, focus group discussions and interviews
- Prepare high-quality monthly activity reports in line with DIP and logframe applying a participatory approach by involving FO members in feedback sessions and submit to Project Manager on time
- Assist the Project Manager in the preparation of timely and quality donor and government reports and participate in government meetings as directed
- Undertake other activities and responsibilities as assigned by the Project Manager or Programs team.

#### **Compliance Expectations**

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Laos HR Manual
- ADRA Laos Finance Policies and Procedures Manual
- ADRA Laos National Emergency Management Plan and Safety and Security Plan
- ADRA Laos Protection Policy Code of Ethics and Child Protection Policy and Code of Conduct

#### **Key Selection Criteria**

- Bachelor's degree in agriculture, climate change, rural or community development, or relevant field of study
- Demonstrated professional experience of at least 3 years working with international development programs in mobilising communities and applying technical expertise, knowledge, and skills
- Demonstrated technical expertise and experience supporting farmers in agriculture and climate change initiatives
- Demonstrated experience working with government counterparts and multiple stakeholders to mobilise and implement project activities with solid understanding of Lao PDR agriculture systems, protocols, policies, practices, and participatory approaches to rural development
- Ability to work independently, plan, prioritise, solve problems, and make sound decisions
- Display a positive attitude and have exceptional interpersonal and communication skills; fluent in Lao language; with Khmu, Hmong and English language highly regarded
- Working knowledge of Microsoft Office software programs.