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| Title:                   | <b>Local Institutions Capacity Building Officer</b>   |
| Number of Position:      | 1   |
| Direct Reporting to:     | Head of Community Development Division  |
| Close coordination with: | Community Capacity Building Officer, CD team members  |
| Duty Station:            | PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban             |
| Contract Type:           | A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months |

### **Description of Duties and Responsibilities:**

- Ensure that local institution/authorities well understanding of PRF project's operational guidelines so that enables them to mobilize and support concerned line ministries participation into project implementation process;
- Enhance local institution/authorities in guidance and taking lead their communities to actively operate and manage their own subprojects in accordance with PRF's guidelines and principles;
- Support the local institutions/authorities participation in the project planning and decision making meeting held in provincial, district and kumban levels and support them in developing effective communications with communities, and especially ensuring they provide access to information that is relevant, timely and meaningful to the communities;
- Assess the needs for training of the local authorities as well as institutions and evaluate training effectiveness to provide PRF with actionable recommendations to improve and / or supplement / support the training's application;
- Cooperate and coordinate closely with relevant line ministries and MBO at difference levels in preparation of training curriculum for strengthening local institution's capacity;
- In close cooperation with all Divisions to ensure that required training are delivered to relevant line ministries or agencies;
- Work closely with the IEC Officers in preparation, development and designing of local institution and authorities IEC material;
- Work Closely with Feedback and Resolution Mechanism (FRM) officer to ensure that the PRF has FRM system to receive feedback from citizens from the poor and vulnerable. Provide a training of FRM principle and guideline.
- Prepare annual training work plan and follow up the organization of training implemented at local if it is in line with the principle and process of the project;
- Prepare monthly, quarterly and yearly reports on local institutions/authorities capacity building activities including the analysis of difficulties, the solution retained and outcomes/or according to required template of the project each time;
- Accomplish other tasks as required by the division and according to the project's needs.

### **Qualifications and experience:**

- A university degree in social development study, community development, social sciences, political sciences, Agriculture or relevant field;
- At least 5 years of experience in multi-sectoral project management in decentralized and Community Development approaches is required;
- Experience in working with – in particular training of local authorities/institutions through bottom-up and participatory approaches reflective of community needs;
- Experience in working with – in particular coordination with ministries, government agencies and development projects;
- Experience in training of Project and government staff for community development operations;
- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint;
- Fluency in written and spoken English is essential;
- Familiarity with government and foreign aid project operations;
- Team spirit and eagerness to learn;
- Willingness to travel in rural areas;