

Title:	Reporting Officer
Number of Position:	1
Direct Reporting to:	Head of M&E Division
Close coordination with:	National M&E team members and Provincial M&E Officers
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:

- Lead the preparation of all reports (in English and in Lao) with the different PRF divisions and units to ensure that the contents of the different reports is consistent with the guidelines and requirements as set in the PRF manual of Operations, the GoL and donors;
- Ensure that reports are completed and submitted according to the agreed deadlines;
- Combine the outcomes of the data analysis included in the different reports, following the project results Ensure that all findings and recommendations related to the environmental or social impacts are recorded in the different reports following the Environmental and Social Management Framework (ESMF), Compensation and Resettlement Policy Framework (CRPF), Ethnic Group Policy Framework (EGPF), Simplify Pest Management Plan (PMP) and monitor that necessary actions are taken;
- Ensure that reports are more analytical, focusing upon issues, trends and recommendations for improvement;
- Ensure that regular monitoring of physical progress and funds disbursements of sub-projects' implementation are capture in the MIS;
- Collaborate in data checking and monitoring with MIS Officers and /or Data Analysis and Evaluation officer before giving consolidated data to the relevant divisions and units for further analysis;
- Responsible for minute, memo, note of any meeting (i.e PRF and Donor meeting, Program Management Team meeting) and other meetings as requested by the PMT members;
- Participate to the analysis of the data capture in the MIS and participate to other meeting evaluation as required by the Head of the M&E Division;
- Participate to the improvement of the current reporting templates as required by the Head of the M&E Division;
- Contribute to the preparation of the Annual Work Plan, Survey, Assessment and Evaluation as required by the Head of the M&E Division;
- Work in collaboration with the IT support Officer to ensure that data are updated and uploaded in the PRF's website;
- Collaborate with the Head of M&E Division on preparing and follow up M&E work plan
- Provide some documents translation between Lao and English;
- Perform other tasks as may be assigned by the Head of M&E Division.

Qualifications and experience:

- A university degree of Arts with good result;
- At least 5 years of relevant work experience in journalism, technical writing, project planning, implementation or evaluation;
- Fluency in both Lao and English writing, editing, reporting and speaking are very essential;
- Strong analytical and reporting skills;
- Ability to translate between Lao and English.
- Comprehensive computer skills: in particular MS Word, Excel, power point, SPSS program, basis of website design, email and the internet;
- Excellent communication and social skills;
- An ability to work independently, within the framework of a large project;
- Familiarity with government and foreign aid project operations;
- A willingness to work in rural areas is an asset;