

Title:	Architect
Number of Position:	1
Direct Reporting to:	Head of Engineering Division
Close coordination with:	National and Provincial Engineering 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:

- Become very familiar with all key project documents, in particular the Engineering/Technical Guideline.
- Work closely with the Head of Engineering Division, the other Divisions, and to engender a strong team commitment to the agreed construction plans and processes of the project, and to guide the processes forward in order to achieve the subproject's plans and, ensuring that quality of construction in the field are in compliance with the Technical/Engineering Guideline.
- Prepare a Three-month work plan
- Assist in finalizing the PRF Engineering/Technical Guidelines
- Overview , edit and proof-read the Lao translation of the PRF Engineering/ Technical Guidelines
- Compile and put in order (hard copies and soft copies) standard designs developed in the PRF three pilot provinces
- Provide recommendations on standard designs in order to optimize quality standards
- Prepare inputs for M&E Division (Designs and codified bills of Quantities)
- Assist in preparing and delivering training to PRF provincial, district and village staff
- Assist PRF provincial, district staff to design small scale rural constructions and infrastructures
- Assist PRF provincial, district staff to prepare specifications for bidding documents or recruitment of consultants
- Supervise price surveys for construction materials in each target district;
- Advise on Development of Unit Cost Database
- Liaise with other agencies regarding standard designs, processes, quality standards etc. including Lao government departments, NGO's, World Bank, etc
- Participate and assist in sub-project appraisals and engineering surveys and monitoring of field work and onsite inspections
- Assist in the preparation of specifications and drawings for Finance and Admin Division to run the procurement process
- Check and certify the payment for subproject requested from village level
- Participate in the interview of recruiting the new staff in national, province and district PRF office
- Accomplish other tasks as requested, according to project's needs.

Qualifications and experience:

- A university degree in architecture, preferably with specialization with serious practical experience, or with experience in site supervision.
- A minimum of 5 years relevant technical working experience.
- A minimum of 5 years relevant working experience managing/supervising community driven/labor based projects in rural, remote areas.
- Experience in participatory community development, technical training and training of trainers.
- Ability to work independently, within the framework of the project's requirements.
- Be proficient in Lao and English skills; speaking, reading and writing.
- Good computer skills including MS. Office. Knowledge of database software or CAD software is highly desirable.
- Be proficient in computer literate (e.g. AutoCAD, Access, Photoshop);
- Show sensitivity towards gender and ethnic issues found in the rural areas and a willingness to travel to and in provinces for extended periods of time and
- Possess strong team building capacity, good communication and social skills and ability to coordinate with local people.
- Experience in organizing and conducting training courses would be an asset.
- Ability to speak any ethnic group language in Laos is considerable.
- Women are encouraged to apply.