

DEPUTY EXECUTIVE DIRECTOR *Terms of Reference*

Programme Name: The Poverty Reduction Fund Project
Number of positions: 1
Position: *Deputy Executive Director*

Reporting to: Executive Director
Duty Station: PRF national office in Vientiane with regular visits to target provinces and districts.

Duration: A one-year contract renewable subject to annual performance review with an initial probation period of 3-6 months.

TASKS AND DUTY

Based on the Decree and the guidance of the Administrative Board of the Lao Poverty Reduction Fund, the Deputy Executive Director's responsibilities are to support the PRF Executive Director and the Project Management Team on project policy, planning, procedure, coordination, implementation and monitoring & evaluation.

The Deputy Executive Director will back up PRF Executive Director for:

- overall responsibility for the Fund, project implementation and results;
- guidance and administration of the PRF consistent with policies and regulations adopted by the Administrative Board.
- representation of PRF to GoL institutions at national/provincial/district levels, as well as to PRF funders and other parties;
- working closely with other GoL agencies to review community driven methodologies to address needs regarding planning, implementation and monitoring of target provinces and districts;
- drafting and submission programs, cycle district allocations, and work plan, handbooks on the operation of PRF for consideration and regular monthly reporting to the Administrative Board;
- corresponding, communicating, reporting, negotiating with the World Bank and other donors;
- management of the PRF and its personnel to improve budget management, program assessment and program execution evaluation, financial guidance and monitoring of subprojects, procurement, and safekeeping of financial data and documents;
- recruitment of PRF personnel at national/provincial/district levels, on a fair and open manner for all qualified candidates;

- management of the national team, and supervision of the provincial teams/district teams;
- evaluation staff/facilitator performance periodically, making decisions on personnel (hiring and dismissal, placement, *etc.*), organization of additional training;
- preparing ToRs for external studies, audits and follow-up surveys and any other external consultancies PRF may choose to undertake;
- implementation of other tasks, which may be determined and assigned by the Administrative Board.

The Deputy ED will maintain excellent working relationship with authorities at all levels as well as with donors and other institutions involve in project activities. When necessary, he/she will accomplish others tasks according to PRF needs as defined by the ED and the PRF Administration Board.

The station of the mission will be at PRF Head office in Vientiane, but the Deputy ED will have to intensively travel to rural areas in Lao PDR and abroad, in accordance with ED instructions.

QUALIFICATIONS AND EXPERIENCE

- An advanced university degree in Public or Business Administration, Social Sciences, Engineering, Economics, Development studies or other relevant fields.
- At least ten years experience in coordination and management functions in Community Driven Development Programmes, with multiple counterparts at various levels, with complex technical dimensions in the sphere of small-scale rural infrastructure development, capacity building, social and economic development initiatives.
- Solid relevant working experience in the field of decentralised planning, participatory rural development, including project design, implementation and monitoring.
- Knowledge of multi-donors project management; knowledge of World Bank policies and implementation guidelines will be an asset.
- A proven ability to analyse, plan, formulate and prioritise tasks.
- Excellent communication and social skills, written and verbal and capable of building and maintaining productive relations with a range of actors, including GoL officials, bilateral and multilateral agencies, *etc.*
- Fluency in Lao and good mastering of English writing, editing, reporting and speaking.
- Excellent mastering of Ms Office[®] software (Word, Excel, PowerPoint); ability to use information technologies (Web, email) as tools and resources.