

# Poverty Reduction Fund Project



## MIS Officer for Livelihood linked Nutrition Activity Term of Reference

<b>Position:</b>	Management Information System (MIS) Officer for Livelihood linked Nutrition Activity
<b>Number of position:</b>	1
<b>Direct Reporting to:</b>	Head of LN Unit
<b>General Responsibilities:</b>	Operation, maintenance and Management of data and information system of LN activity.
<b>Duty Station:</b>	PRF office in Vientiane Capital with regular visit to targeted provinces and districts.
<b>Type of contract:</b>	For a period of one-year contract with an initial probation period of 3 months, contract renewal subject to satisfactory performance and project continuation approval.

### Introduction and context

The Lao Poverty Reduction Fund (PRF) is an autonomous legal entity established under the Prime Minister Decree 10 dated Jan 10, 2012 which aims to assist National Committee for Rural Development and Poverty Eradication (NCRDPE) to implement rural development and poverty eradication projects based on rural development and poverty eradication plan. PRF operates based on the decree and laws of the Lao People's Democratic Republic and under the guidance of the President of the NCRDPE.

PRF is governed by the Administrative Board of Directors, which is chaired by the President of the NCRDPE and includes ministerial or vice-ministerial heads of relevant ministries and representatives of relevant mass organizations and one civil society organization. The Executive Director office of PRF will be responsible for day to day execution of activities, which compose of the Executive Director and heads of departments.

### PRF objectives

- Financing community infrastructure activities, and other community public capital investments endeavours and training activities at the village level;
- Building local capacity at the village level in poor districts to manage public investment planning and implementation; and
- Strengthening the capacity of local institutions to support participatory decision-making at the village, kum ban, and district levels. The Project development objectives remain substantially unchanged and strengthen the development capacities of villages and local government. Beneficiaries, however, have repeatedly asked for support of training activities.

The main business line of PRF is to use the fund provided by donors and the government to carry out participatory processes, identify priority community needs and finance subprojects to build or rehabilitate priority community infrastructure. PRF operates in 10 provinces and has about 300

staff in total. About 35 are based in the central level, and the rest is based in provincial or district level. They are mapped mainly to either of the Community Development department, Technical Assistance department, Financing and Administration department and M&E department and are headed by respective department heads who form the Project Management Team (PMT) together with the Executive Director of the PRF.

## **LIVELIHOOD and NUTRITION**

As part of the Lao Government's vision to graduate from Least Developed Country status by 2020, PRF II supports livelihoods and nutrition activities on a parallel financing track through a pilot innovative livelihood focused community driven development program called Livelihood Opportunities and Nutritional Gains (LONG) project, through a grant (US\$2.6 million) supported by the World Bank Japanese Social Development Fund (JSDF). The grant signing ceremony was held in April 2011, and a JSDF technical preparation mission was conducted in May 9-20, 2011. During the field visit, the team mission observed a strong need for additional support to livelihood improvement activities, high levels of malnutrition, and limited capacity among the communities to take charge of their own development.

PRF-LONG project has been implemented over a three years period by the implementation mechanisms of the PRF. About 600 livelihood and/or nutrition sub-grants of an average amount of \$2,000 have been utilized, benefiting 28,710 targeted men, women, pregnant and lactating mothers, and children under two years old.

The World Bank has agreed to provide additional financing until period of December 2016, following the completion and in order to build on the experience of the JSDF funding. In additional financing, the name of Livelihood Opportunity and Nutrition Gain (LONG) has been changed to **Livelihood Improvement and Nutritional Security (LN) and integrated into the PRF.**

The PRF-LN objective is to pilot an innovative livelihood-focused community driven development (CDD) program in five poverty reduction priority districts within Huaphan and Savannakhet provinces, enabling rural households in project target areas to improve their livelihoods and well-being through group based activities. The PRF-LN project constitutes a new component to the PRF's CDD-based program and builds on improved small-scale infrastructure and on local institutions and mechanism which were already set up during PRF Phase I and Phase II.

The PRF-LN directly responds to three key development challenges in Lao PDR, including: (i) persistent and high incidence of poverty particularly in remote areas and among non-Lao-Tai ethnic groups despite strong aggregate economic growth; (ii) persistent and high levels of malnutrition<sup>1</sup>; and (iii) limited capacity for participatory community driven approaches to development.

Recognizing the key role rural women play as producers, household food providers and family care takers, the PRF-LN has a strong gender focus. The LN component strives to establish positive links between livelihood improvements and nutrition security.

The PRF-LN consists of four main thematic components, including:

- i) Forming self-help groups (SHGs) and village nutrition centers (VNCs) and building their capacity;
- ii) Providing sub-grants to SHGs and VNCs to finance family investment plans and VNC management plans respectively;

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<sup>1</sup> Compared to other countries, Lao PDR has experienced very high and largely unchanged malnutrition over the past 15 years – despite improvements in poverty reduction and increased household incomes. Prevalence of stunting in children under five years of age in rural areas among non Lao-Tai ethnic groups is significantly higher than among Lao-Tai ethnic groups – for some reaching levels as high as 60%. Retarded child growth is coupled with high levels of micronutrient deficiencies and underweight in women in the reproductive age.

- iii) Building capacity among project staff and other service providers to support implementation of the plans, including financial management, procurement, and counselling;
- iv) Overall component implementation support, including monitoring and evaluation.

The PRF-LN aims at strategic partnerships between PRF, relevant line-ministries and mass organizations (in particular with the Ministry of Agriculture and Forestry, Ministry of Health, Ministry of Industry and Commerce and the Lao Revolutionary Youth Union). Potential for collaborations with other relevant organizations will also be gauged. The aim is for the LN pilot to become fully integrated into the PRF's project cycle and closely coordinate with the core PRF programme.

### **Duties and Responsibilities:**

1. Monitoring & Evaluation of LN activity result and its MIS according to the guidance of LN Head Unit and M&E Division;
2. Assist in preparation of LN progress report (Lao and English versions) through the project output indicators;
3. Being a trainer and facilitator for provincial and district staff and villagers on 1) objectives of PRF as well as LN activity, 2) other related meetings, training courses and manuals;
4. Capture the sources of data and realization of which data/information have to be included in each period report;
5. Responsible for data collection, summary and analysis regularly and as needed;
6. Making sure of all related LN forms have been well prepared and completely filled in accurate and timely manner; and in accordance with the project cycle work plan.
7. Keeping all related project documents and forms in the right place and systematically and avoidance of damage and losses,
8. Following up with district staff, to ensure that of all necessary data has been obtained in the data base system with complete, accurate and punctual manner;
9. Monitoring the status and budget flow of LN activity, budget transfer from PRF to self-help group at kum ban and budget status of each self-help group;
10. Perform other tasks which may assigned by the Head of LN Unit and PRF project.

### **Qualifications and Experience:**

- Bachelor degree in Community Development, Social Sciences, Information Technology, Business Administration management;
- Minimum of 3-year experience in similar position tasks;
- Good computer skills including Excel and MS. Office, Database System, SPSS and other database software;
- Experience in government and foreign aid development project operations;
- Good level of English skills (speaking, reading and report writing).
- Good communication and social skills.
- Ability to work independently and within a team;
- Willingness to travel to and within the provinces for extended periods of time
- Position is open to all eligible Lao people, women are encouraged to apply

## **DISTRICT COORDINATOR**

### *Terms of Reference*

Project Name:	Poverty Reduction Fund
Number of positions:	7 (one for each district)
Position:	District Coordinator
Report to:	Provincial Coordinator
General responsibility	Lead and Manage the district team (CD officer, TA officer, Finance and Procurement Officer, Livelihood Officer, Nutrition Officer and Village Coordinators (YG))
Duty Station:	PRF District office with regular field visit at Kum ban and village level
Duration:	A one-year contract renewable subject to annual performance review with an initial probation period of 3-6 months

### **BACKGROUND**

The Poverty Reduction Fund (PRF) Project was legally established by Decree of the Prime Minister of the Lao PDR (No. 073/PM), dated 31 May 2002 and amended in September 2006 (222/PM), as an autonomous organization, overseen by an Administrative Board and province representatives, chaired by the Deputy Prime Minister, Standing Member of the Government, Chair of the National Committee for Rural Development and Poverty Eradication.

The PRF was initially supported by the World Bank in form of a low-interest credit, repayable over a forty-year term. The agreed credit amount was approximately US\$19.5 million for the period 2003-2008. The PRF was extended until 2011 through an additional financing grant from the World Bank (US\$15 million) and the Swiss Cooperation for Development (US\$6.2 million). The project implemented 3179 sub-projects (SP) in 28 poor districts in 7 provinces: built 616 schools, 86 bridges, 65 health dispensaries, 669 clean water systems and 156 irrigation schemes; over 3,000 km of rural roads were upgraded. Over the eight cycles, 90-95% of the sub-projects budget was construction-related, with 34% of the total budget on education sub-projects, 32% on public works and transport, 4% on health, 18% on water and sanitation, and 4% on agriculture infrastructure.

Entering its second phase in Oct 2011 under the Decree of the Prime Minister No.10/PM, dated January 12, 2012, PRFII aims to improve access to and utilization of basic infrastructure and services for targeted poor communities in a sustainable manner through inclusive community and local development

processes. PRF II fills a critical gap by financing investments in small-scale rural infrastructure that facilitates poor villagers' access to basic services and markets in relatively remote and inaccessible areas. The second phase of the project is supported by the Government of Lao PDR, the World Bank, the Swiss Agency for Development and Cooperation, and the Australian Agency for International Development with the total investment amount of approximately US\$ 68 million.

The PRF II is designed around six core principles that provide the basis for program implementation: Simplicity, Community Participation and Sustainability, Transparency and Accountability, Wise Investment, Social Inclusion and Gender Equality and Siding with the Poor.

## **MAIN OBJECTIVES OF THE POSITION**

Lead and Manage the District team to ensure that project activities are carried out at the district down to village level according to the agreed project Guideline and Operational Manual effectively and in a timely manner.

### **Specific duties and responsibilities**

- Oversee project's activities implementation and progress within the district, kum ban and villages levels, including basic services delivery (Infrastructure), Livelihood linked Nutrition (LN) and Water, Sanitation and Hygiene (WASH);
- Supervise the district staff to ensure they have a clear understanding about their roles and responsibility and organize regular training to inform them about changes in processes and procedures as well as refresher trainings all along the sub-project cycles;
- Supervise the district staff in order to ensure that data all necessary field data are collected and provide quality data checking before data are sent to upper level;
- Produce monthly reports concerning work progress, problems, conflicts, staffing, etc and submit to Provincial Coordinator;
- Work closely with the PRF Provincial Coordinator and provide regular reports related to project's activity progress and issues/challenges;
- Lead regular meetings with the district staff to ensure proper coordination between PRF activities, staff and PRF counterparts (concerned sectors, other project working in the same villages, private sector, etc.) as well as between the different PRF activities (basic services delivery (Infrastructure), Livelihood linked Nutrition (LN) and Water, Sanitation and Hygiene (WASH));
- Assist the District team to prepare weekly, monthly, quarterly and yearly work plan and organize regular meetings in order to ensure that planning are implemented accordingly and provide support to solve any issues that may delay implementation of activities according to plan;
- Evaluate the district staff performance on regular basis and organize trainings as necessary following PRF HR manual;
- Organize regular meetings with district authorities, Rural Integrated Office and concerned sector in order to maintain excellent working relationship and ensure that they are involved in projects activities according to the projects objectives, capacity building strategy and results framework;

- Promote co-ordination and sharing with other projects and organizations involved in rural and community development;
- Accomplish other tasks as required by the Provincial Coordinator, the Project Management Team or the PRF Executive Director;
- Regular visit in the field to support district staff at the Kum ban and village levels in order to ensure that projects activities are implemented according to PRF principles, processes and procedures and plan for additional staff training as necessary;
- Support the district staff to ensure that feed backs from the FRM and from Village Social Audit Committee are properly addressed and resolved in a timely manner.

### **Qualifications**

- Bachelor degree in agriculture, community development, social science, rural economy, management or other relevant fields;
- Experience in project implementation, training and team building as well as community mobilization and participatory approaches;
- Leadership skills;
- Experience in team management and conflict resolution;
- Experience in monitoring and reporting project's activities;
- Experience in designing meetings, trainings and workshops;
- Experience in working and coordinating with local authorities;
- Experience in gender mainstreaming and Social Inclusion;
- Experience working in remote, rural areas with different small ethnic groups;
- Sound knowledge with project formulation, planning, log frame and results framework;
- Familiarity with government and foreign aid project operations;
- Intermediate computer skills (Ms Word, Excel, PowerPoint).

## ໜ້າທີ່ຮັບຜິດຊອບຂອງ ປະສານງານເມືອງ

ຊື່ໂຄງການ:	ກອງທຶນຫຼຸດຜ່ອນຄວາມທຸກຍາກ
ຊື່ຕໍາແໜ່ງ:	ຜູ້ປະສານງານເມືອງ
ຈໍານວນຕໍາແໜ່ງ:	7 ຕໍາແໜ່ງ ເພື່ອປະຈຳຢູ່ 7 ເມືອງ (ເຊໂປນ, ນອງ, ທ່າປາງທອງ, ຊຽງຄໍ້, ຮຽມ, ຊອນ)
ລາຍງານໂດຍກົງຫາ:	ຜູ້ປະສານງານແຂວງ
ໜ້າທີ່ຮັບຜິດຊອບທົ່ວໄປ:	ນໍາພາ ແລະ ຄຸ້ມຄອງພະນັກງານຂັ້ນເມືອງລວມມີ ພະນັກງານພັດທະນາຊຸມຊົນ, ວິສະວະກອນ, ການເງິນແລະ ຈັດຊື້, ພະນັກງານປັບປຸງຊີວິດການເປັນຢູ່, ພະນັກງານ ໂພຊະນາການ ແລະ ປະສານງານຂັ້ນກຸ່ມບ້ານ
ບ່ອນປະຈຳການ:	ຫ້ອງການທລຍ ເມືອງ ແລະ ລົງວຽກຕາມກຸ່ມບ້ານ ແລະ ບ້ານເປົ້າໝາຍ#
ປະເພດສັນຍາ:	ສັນຍາເປັນລາຍປີ ເຊິ່ງລວມມີໄລຍະທົດສອບ 03-06 ເດືອນ ແລະ ສາມາດສືບຕໍ່ໄດ້ອີກ ໂດຍອີງໃສ່ ຜົນການປະຕິບັດວຽກປະຈຳປີ ແລະ ການສືບຕໍ່ໂຄງການ.#

### ຈຸດປະສົງຕົ້ນຕໍຂອງຕໍາແໜ່ງ:

ນໍາພາ ແລະ ຄຸ້ມຄອງ ພະນັກງານຂັ້ນເມືອງຂອງຕົນ ເພື່ອຮັບປະກັນ ວ່າ ທຸກໆກິດຈະກຳຂອງໂຄງການ ແມ່ນໄດ້ຖືກຈັດຕັ້ງປະຕິບັດ ສອດຄ່ອງຕາມ ຄູ່ມືການຈັດຕັ້ງປະຕິບັດຂອງໂຄງການ ນັບແຕ່ຂັ້ນເມືອງ ຫາ ຂັ້ນບ້ານ ເພື່ອໃຫ້ໄດ້ຮັບປະສິດທິພາບ ແລະ ສໍາເລັດຕາມກຳນົດເວລາ.

## ໜ້າທີ່ ແລະ ຄວາມຮັບຜິດຊອບ:

- ກວດກາການຈັດຕັ້ງປະຕິບັດກິດຈະກຳຂອງໂຄງການ ແລະ ຄວາມຄືບໜ້າ ທີ່ຢູ່ພາຍໃນເມືອງ, ກຸ່ມບ້ານ ແລະ ບ້ານ ເຊິ່ງລວມມີ ພື້ນຖານໂຄງລ່າງ, ການປັບປຸງຊີວິດການເປັນຢູ່ ເຊື່ອມສານໂພຊະນາການ, ແລະ ໂຄງການລ້າງມືໃສ່ສະບູ (ສະເພາະເມືອງທີ່ມີກິດຈະກຳດັ່ງກ່າວ);
- ຊີ້ນຳພະນັກງານຂັ້ນເມືອງ ເພື່ອຮັບປະກັນວ່າ ເຂົາເຈົ້າມີຄວາມເຂົ້າໃຈລະອຽດກ່ຽວກັບພາລະໜ້າທີ່ຄວາມຮັບຜິດຊອບຂອງເຂົາເຈົ້າ ແລະ ຝຶກອົບຮົມໃຫ້ເຂົາເຈົ້າຢ່າງເປັນປະຈຳເພື່ອໃຫ້ເຂົາເຈົ້າຮັບຊາບ ກ່ຽວກັບ ຂະບວນການ ແລະ ລະບຽບການຕ່າງໆ ທີ່ມີການປ່ຽນແປງໃໝ່ ພ້ອມທັງຝຶກອົບຮົມຂັ້ນຕອນຕ່າງໆທັງໝົດຢູ່ ໃນຮອບວຽນໂຄງການ; #
- ຊີ້ນຳພະນັກງານຂັ້ນເມືອງ ເພື່ອຮັບປະກັນວ່າ ຂໍ້ມູນທີ່ສຳຄັນຢູ່ພາກສະໜາມໄດ້ຖືກເກັບກຳ ແລະ ຂໍ້ມູນ ດັ່ງກ່າວຈະຕ້ອງມີຄວາມຖືກຕ້ອງກ່ອນທີ່ຈະສົ່ງໃຫ້ຂັ້ນແຂວງ ຫລື ສູນກາງ.#
- ກະກຽມບົດລາຍງານປະຈຳເດືອນ ກ່ຽວກັບຄວາມຄືບໜ້າຂອງວຽກ, ບັນຫາທີ່ພົບພໍ້, ຂໍ້ຂັດແຍ່ງຕ່າງໆ, ບັນຫາກ່ຽວກັບພະນັກງານ ແລະ ອື່ນໆ ເພື່ອລາຍງານໃຫ້ແກ່ຜູ້ປະສານງານແຂວງ;#
- ເຮັດວຽກຢ່າງໃກ້ຊິດຕິດແທດກັບ ຜູ້ປະສານງານ ແຂວງ ແລະ ກະກຽມບົດລາຍງານທີ່ກ່ຽວຂ້ອງກັບຄວາມຄືບໜ້າ ບັນຫາທີ່ພົບ, ສິ່ງທ້າທ້າຍຕ່າງໆ ໃນການຈັດຕັ້ງປະຕິບັດກິດຈະກຳຂອງໂຄງການ ຢ່າງເປັນ ບົກກະຕິ;
- ນຳພາຈັດກອງປະຊຸມກັບພະນັກງານຂັ້ນເມືອງ ຢ່າງເປັນປະຈຳ ເພື່ອຮັບປະກັນຂອດປະສານງານລະຫວ່າງ ກິດຈະກຳຂອງ ທລຍ, ພະນັກງານ ທລຍ ແລະ ບັນດາຄູ່ຮ່ວມງານຕ່າງໆ ຂອງ ທລຍ (ຂະແໜງການທີ່ ກ່ຽວຂ້ອງ, ບັນດາໂຄງການອື່ນໆ ທີ່ມີກິດຈະກຳໃນບ້ານດຽວກັນ, ພາກສ່ວນເອກະຊົນ ແລະ ອື່ນໆ) ກໍ່ຄື ລະຫວ່າງກິດຈະກຳຕ່າງໆຂອງ ທລຍ (ພື້ນຖານໂຄງລ່າງ, ປັບປຸງຊີວິດການເປັນຢູ່ ເຊື່ອມສານໂພຊະນາ ການ ແລະ ໂຄງການນ້ຳສະອາດ); #
- ຊ່ວຍພະນັກງານຂັ້ນເມືອງ ໃນການກະກຽມແຜນວຽກ ປະຈຳອາທິດ, ປະຈຳເດືອນ, ປະຈຳໄຕມາດ ແລະ ປະຈຳປີ ແລະ ຈັດກອງປະຊຸມດັ່ງກ່າວຢ່າງເປັນບົກກະຕິ ກັບພະນັກງານ ເພື່ອຮັບປະກັນ ບັນດາແຜນວຽກ ໄດ້ຖືກຈັດຕັ້ງປະຕິບັດໄປຕາມແຜນ ແລະ ຊ່ວຍແກ້ໄຂບັນຫາຕ່າງໆ ທີ່ອາດເກີດຂຶ້ນໃນໄລຍະຈັດຕັ້ງ ປະຕິບັດກິດຈະກຳ;
- ປະເມີນການປະຕິບັດວຽກຂອງພະນັກງານຂັ້ນເມືອງ ຢ່າງເປັນປະຈຳ ແລະ ຈັດການຝຶກອົບຮົມທີ່ຈຳເປັນ ໃຫ້ແກ່ເຂົາເຈົ້າ ຕາມຄູ່ມືການຈັດຕັ້ງ ຂອງ ທລຍ.#
- ຈັດກອງປະຊຸມ ກັບອຳນາດການປົກຄອງທ້ອງຖິ່ນຂັ້ນເມືອງ, ທ້ອງການພັດທະນາຊຸມນະບົດ ແລະ ພາກສ່ວນທີ່ກ່ຽວຂ້ອງ ຢ່າງເປັນບົກກະຕິ ເພື່ອຮັກສາສາຍພົວພັນອັນດີ ແລະ ຮັບປະກັນການມີສ່ວນຮ່ວມ

ຂອງເຂົາເຈົ້າຢູ່ໃນກິດຈະກຳຂອງໂຄງການ ໂດຍອີງຕາມເປົ້າໝາຍ, ຍຸດທະສາດການສ້າງຄວາມເຂັ້ມແຂງ ແລະ ຜົນໄດ້ຮັບຂອງໂຄງການ;

- ຊຸກຍູ້ການປະສານງານງານ ແລະ ການຮ່ວມມື ກັບບັນດາໂຄງການ ແລະ ອົງການຈັດຕັ້ງຕ່າງໆ ເພື່ອເຂົ້າຮ່ວມໃນວຽກງານພັດທະນາຊຸມຊົນ ແລະ ຊົນນະບົດ;
- ລົງວຽກພາກສະໜາມຢ່າງເປັນປົກກະຕິ ເພື່ອຊ່ວຍເຫລືອ ພະນັກງານຂັ້ນເມືອງ ຢູ່ກຸ່ມບ້ານ ແລະ ບ້ານ ເພື່ອຮັບປະກັນ ທຸກກິດຈະກຳຂອງໂຄງການໄດ້ຖືກຈັດຕັ້ງປະຕິບັດໄປຕາມຫລັກການ, ຂະບວນການ ແລະ ຂັ້ນຕອນ ຂອງ ທລຍ ແລະ ວາງແຜນສຳລັບການຝຶກອົບຮົມເພີ່ມເຕີມໃຫ້ແກ່ພະນັກງານ ໂດຍອີງຕາມຄວາມຈຳເປັນ;
- ຊຸກຍູ້ ພະນັກງານ ຂັ້ນເມືອງ ເພື່ອຮັບປະກັນວ່າ ຄຳຄິດເຫັນທີ່ໄດ້ຮັບຈາກກົນໄກສະແດງຄຳຄິດເຫັນ ແລະ ຄະນະກວດກາຂັ້ນບ້ານ ໄດ້ຖືກແກ້ໄຂຢ່າງເໝາະສົມ ແລະ ຫັນຕາມເວລາ.
- ປະຕິບັດວຽກງານຕ່າງໆ ຕາມຄວາມຮຽກຮ້ອງຕ້ອງການຂອງຜູ້ປະສານງານແຂວງ, ຄະນະຮັບຜິດຊອບໂຄງການ ຫລື ຜູ້ອຳນວຍການ.#
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### **ຄຸນວຸດທິ ແລະ ປະສົບການ ທີ່ຕ້ອງການ:**

- ຈົບປະລິນຍາຕີໃນຂະແໜງໃດໜຶ່ງ ເປັນຕົ້ນ ກະສິກຳ,ການພັດທະນາຊຸມຊົນ,ວິທະຍາສາດສັງຄົມ, ເສດຖະກິດຊົນນະບົດ, ການບໍລິຫານ ຫລື ຂະແໜງວິຊາອື່ນໆ ທີ່ກ່ຽວຂ້ອງ.
- ມີປະສົບການໃນການຈັດຕັ້ງປະຕິບັດໂຄງການ, ການຈັດຝຶກອົບຮົມ ແລະ ການສ້າງຄວາມເຂັ້ມແຂງໃຫ້ແກ່ທີມງານ, ມີປະສົບການໃນການລະດົມຂົນຂວາຍຊຸມຊົນ ໃນການເຂົ້າຮ່ວມການຈັດຕັ້ງປະຕິບັດໂຄງການ.
- ມີທັກສະການເປັນຜູ້ນຳ
- ມີປະສົບການໃນການຄຸ້ມຄອງບໍລິຫານທີມງານ ແລະ ການແກ້ໄຂບັນຫາ
- ມີປະສົບການໃນການຕິດຕາມ ແລະ ຊຽນບົດລາຍງານຄວາມຄືບໜ້າຂອງໂຄງການ
- ມີປະສົບການໃນການຈັດກອງປະຊຸມ, ການຝຶກອົບຮົມ ແລະ ການຈັດສຳມະນາ
- ມີປະສົບການໃນການເຮັດວຽກ ແລະ ປະສານງານກັບອຳນາດການປົກຄອງທ້ອງຖິ່ນ
- ມີປະສົບການໃນການເຮັດວຽກກ່ຽວກັບບົດບາດຍິງຊາຍ ແລະ ການມີສ່ວນຮ່ວມຂອງຊຸມຊົນ
- ມີປະສົບການໃນການເຮັດວຽກຢູ່ບ່ອນທ່າງໄກສອກຫລີກ, ເຂດຊົນນະບົດ ທີ່ມີຫລາຍຊົນເຜົ່າແຕກຕ່າງກັນ
- ມີຄວາມຮູ້ກ່ຽວການວາງແຜນ, ການກຳນົດແຜນຈັດຕັ້ງປະຕິບັດວຽກ ແລະ ການກຳນົດຂອບວຽກ
- ຄຸ້ນເຄີຍກັບການເຮັດວຽກກັບບັນດາໂຄງການຊ່ອຍເຫລືອ ຂອງ ລັດຖະບານ ແລະ ຕ່າງປະເທດ
- ມີທັກສະໃນການນຳໃຊ້ຄອມພິວເຕີ ໃນລະດັບກາງ ເປັນຕົ້ນແມ່ນ Ms Word, Excel, PowerPoint.