



# Poverty Reduction Fund (PRF)

## Request for Expression of Interest for Monitoring & Evaluation Head Division (Lao National)

**Country:** Lao People's Democratic Republic  
**Project:** The Poverty Reduction Fund  
**Description:** Monitoring & Evaluation Head Division  
**Grant No.:** H685-LA  
**Project No.:** P 123480  
**Issue Date:** May 22, 2014 **Closing Date:** June 6, 2014

The Government of Laos, with support from the World Bank, Swiss Agency for Development and Cooperation, AusAID and Japanese Social Development Fund (JSDF) has set up the Poverty Reduction Fund (PRF) to deliver small scale development project including support to livelihood activities at the Koumban and Village levels. The project is now seeking for a position of Monitoring and Evaluation Head Division:

Please see the detailed job descriptions on PRF website <http://www.prflaos.org> or it can be obtained at PRF PRF Office).

### Required qualifications and experience:

- An advance university degree in rural development/social sciences, economics or any other related fields.
- Minimum 7 years of working experience in reporting and M&E systems design for rural development projects, preferably financed by international loans; computer literacy; capacity to organize and run training sessions to explain and demonstrate the system that is designed;
- Solid working experience in result framework based M&E and logical framework planning for rural development projects;
- Previous experience of rural development work including M&E, impact assessments and provision of training to government staff in M&E. Knowledge of participatory impact assessment methodology and techniques;
- Experience in training of Project staff;
- Strong leadership and team management skills and proven leadership ability;
- Proven analytical skills and capacity to write reports;
- Good command of computer skills and capacity of designing software of M&E systems, including database design, data analysis and implementation;
- Fluency in English and Lao using (writing, editing, reporting and speaking);
- Ability to interpret English-Lao and vice versa is an asset;
- Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
- A good understanding of government and foreign aid project operations;
- Possess team spirit and open to learning new techniques;
- A willingness to work in rural areas for shorter durations of the project to assist in training regional staff in office duties and protocol.
- Ability to speak any ethnic group in Laos is an asset.
- Women are encouraged to apply.

All interested applicants should submit (1) a cover letter outlining clearly how the candidate meets the required qualifications and experience of the position mentioned above, (2) a detailed CV with one (3x4) photo and (3) supporting documents (certificate of the most recent employment, certificates of qualification/graduation, transcript of graduation, a list of at least three referees from most recent work places, etc) to the HR Officer, Poverty Reduction Fund, Prime Minister's Office 501 building, Sisavathtai Village, Chanthabouly District, P.O Box 4625 Vientiane, Tel: 021 261479 - 80, Email: [piengngeune@prflaos.org](mailto:piengngeune@prflaos.org) & [khemphone@prflaos.org](mailto:khemphone@prflaos.org). Please note that all submitted documents will not be returned. PRF provides competitive salary and benefits.

**Deadline for applications: June 6, 2014**  
**Only shortlisted candidates will be contacted for negotiation**