



**Job Title:** Country Programme Coordinator, Lao PDR

**Job purpose:** Representing Health Poverty Action Staff in Laos

**Responsible to:** Country Director, HPA Laos

**Salary:** £23,429- £27,484 plus housing and living allowance

**Hours:** Full time, 9 months fix term contract with possibility of extension

**Closing date:** 22nd July 2019, 11.59pm

**Interview dates:** 29th July 2019

Please note that due to the potentially high number of applications only shortlisted candidates will be notified.

Please send your application form to: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

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Health Poverty Action (HPA) is an international NGO (UK Registered Charity Number 290535) which has been working in Laos since 1994. Prior to 2011 we were operating under the name Health Unlimited.

We are currently seeking a Country Programme Co-ordinator for our Laos programme. This is an excellent opportunity to work in an established country programme covering nutrition, maternal and child health and mosquito-borne diseases.

The position will support the Country Director, who is currently leading a team of about 40 staff. HPA is looking to consolidate its position in Laos, to strengthen and diversify its range of national projects, and to strengthen regional links with neighbouring HPA programmes in Cambodia, China, Myanmar and Vietnam.

#### **Overall Programme Management Support**

1. Support HPA Lao country director and other programme staff to manage and implement HPA projects in Laos, particularly the Global Fund (GF) Grants: Regional Artemisinin Initiative (RAI2E), RAI2E-ICC, Comic Relief Malaria and EU nutrition project
2. Manage donor contractual requirements relating HPA projects in Laos
3. Write and submit external and internal reports in collaboration with HPA Lao and HPA HQ colleagues,
4. Promote learning and sharing between projects to ensure lessons learned are shared with other partners where appropriate

#### **Programme Development**

1. In collaboration the Country Director (CD) and other senior HPA staff to identify potential project funding opportunities and to develop concept notes and project proposals for these opportunities
2. Assist CD developing bidding documents consultancies opportunities country, regionally internationally.

### **Staff Capacity Building**

1. Provide on the job training HPA Lao programme staff ensure quality programme delivery.
2. Train HPA staff quality IEC/BCC materials development, surveys, participatory methodologies other technical aspects programming.
3. In collaboration the Country Director and other HPA staff to design, implement and use monitoring evaluation tools that ensure effective projects implementation.
4. Provide respond technical advisory support to requests from HPA Lao staff

### **Representation**

1. In collaboration the Country Director, strengthen relationships the Global Fund, UNOPS, European Commission, Ministry Health other potential donors, NGO partners other key stakeholders.
2. Represent HPA meetings, national NGO networks in other forums in Laos as assigned by the country director

### **Requirements**

#### **Essential Requirements:**

1. Relevant university degree health, development studies/economics related field
2. Minimum five years of relevant experience with NGO/development organisations
3. Strong analytical proposal/report writing skills
4. Knowledge Project Cycle Management, Logical Framework, Theory of Change and Detailed Implementation Planning.
5. Understanding experience needs assessments, baseline surveys, Health Information Systems, operational research, monitoring evaluation tools methodologies
6. Experience providing group training/capacity building
7. Strong commitment working poor people remote areas promoting rights marginalised communities.
8. Fluency spoken written English

#### **Desirable Requirements:**

1. Advanced degree public health, economics international development
2. Experience leading development IEC/BCC strategies materials.
3. Experience participatory approaches planning, implementation, monitoring evaluation

***At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.***

***Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behaviour, and is committed to taking action for the protection of programme participants. In cases where positions include a***

***high level of safeguarding risk, police checks or local equivalents will be carried out.***