

# ASEAN-AUSTRALIA COUNTER TRAFFICKING Terms of Reference

## Country Program Officer - Lao PDR

### Deadline for applications

5PM Bangkok time, 22<sup>nd</sup>  
November 2020

### Position

Country Program Officer - Lao  
PDR

### Position Status

National Position

### Duration

2 years with the possibility of  
extension

### Reports to

Country Manager - Lao PDR

### Location

Vientiane, Lao PDR

### Remuneration, Performance Management and Reporting Framework

As per ASEAN-ACT HR  
Framework

### Contact details

Queries relating to this position  
should be directed to  
[recruitment@aseanact.org](mailto:recruitment@aseanact.org)

It is essential that you quote  
'Country Program Officer - Lao  
PDR in your email title, or you  
may not receive a response.

### Child protection

Cardno is committed to child  
protection and safeguarding the  
welfare of children in the delivery  
of our International Development  
programs. Recruitment and  
selection procedures reflect this  
commitment and will include  
relevant criminal record checks.

### About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

### About the program:

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its member states to end human trafficking in our region. The program will principally work on strengthening the justice sector response to human trafficking, while opening up new partnerships with allied government agencies, civil society and business. It will engage all 10 ASEAN Member States in some capacity and will continue national-level programming in Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand and Vietnam.

### Roles and Responsibilities

The Country Program Officer is responsible for coordination of the program activities at the country level; the position supports planning, coordinates delivery, assists with the monitoring of activities; works closely with counterparts and the Lao PDR Country Team to support the implementation of the national program.

The Country Program Officer will support the Country Manager to prepare annual work plans and budgets for the use of ASEAN-ACT resources; coordinate activities supported by ASEAN-ACT ensuring effectiveness and efficiency; and ensure that results are appropriately monitored and reported.

The Country Program Officer will provide support to national counterparts and work closely with the Finance and Administration Officer to support the administration and logistics requirements of the program.

### Specific duties

#### Activity Support

- > Assist the preparation of annual country-level work plans and associated budgets with counterparts, ensuring it aligns with ASEAN-ACT priorities and implementation principles.
- > Assist and coordinate the implementation of program-supported activities, ensuring they are implemented effectively, and that results are appropriately monitored and reported.
- > Support mainstreaming of gender equality, social inclusion and victim rights throughout all program activities.
- > Work collaboratively with ASEAN-ACT staff in other countries and with the regionally based program management team.
- > Keep tracks of TIP emerging trends and timely communicate with the team for appropriate planning and intervention.

### **Stakeholder Support**

- > Develop and maintain excellent working relationships with all stakeholders, based on mutual accountability and respect.
- > Provide general secretariat support for NPSC meetings, including preparation of draft agendas, taking minutes and recording outcomes.

### **Administration Support**

- > Support and assist the Finance and Administration Officer, including financial, administrative and logistics functions, and cooperation with regionally based operations team.
- > With the Country Manager, review country-level risks, respond to incidents (e.g. security, safety, fraud, reputational, etc) and ensure compliance with the child protection and safeguards framework.

### **Monitoring, Evaluation and Learning**

- > Support the Country program team to gather, record and report information as per the program's monitoring, evaluation and learning procedures.

### **Other duties**

- > Perform other duties as assigned by the Leadership Team, Country Manager or delegate

### **Selection Criteria**

- > An understanding of the local context in relation to human trafficking, including national legislation and the roles of the justice sector, civil society, private sector and allied government institutions.
- > An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking.
- > The ability to work with senior officials, demonstrating high-level communication, effective negotiation and excellent interpersonal skills to build strong working relationships with key counterparts.
- > An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion
- > Demonstrated management, coordination, and organizational skills, including the ability to plan and meet deadlines.
- > Good analytical and problem solving skills
- > Proactive, excellent presentation and facilitation skills
- > Proficiency in written and oral English and Lao language
- > Competent information technology skills.

### **How to apply**

Send an email to [recruitment@aseanact.org](mailto:recruitment@aseanact.org) with:

- > The words 'Country Program Officer - Lao PDR' in the email subject
- > Your CV
- > A completed Application Form, which describes how your skills and experience are applicable to the selection criteria. Please copy and paste this link: <https://bit.ly/2HZwbjk> to download the application form.
- > The names and contact details of three professional referees.

Applications close at Sunday, 5PM Bangkok time, 22<sup>nd</sup> November 2020.

### **Cardno is an equal opportunity employer**

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

### **Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention**

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence

Due to the expected volume of applications, only candidates under positive consideration will be notified.

**Other Information**

Amendments to the position's Terms of Reference may be made during the period of the engagement as required