

Project Manager

Project : Multistakeholder Alliance Against Corruption and Impunity in Laos (MAACI)

Avocats Sans Frontières France (ASF France) is a French NGO established under 1st July 1901 French legislation.

Its objectives are :

- To contribute to the effective implementation of human rights, universally recognized by ensuring the defence of any person deprived of a free and independent lawyer.
- To work towards the establishment and strengthening of the rule of law, the judiciary and especially the right to a fair trial and an effective defence, wherever it is useful and necessary.
- To defend lawyers and human rights defenders who are persecuted because of their professional practice.

To do so, Avocats Sans Frontières France uses all means available and can bring complaints before domestic and international institutions, and before judicial and non-judicial institutions.

Context of the mission:

Laos faces significant challenges in combating corruption and achieving good governance. Despite the implementation of certain measures and laws, the country still struggles to effectively enforce anti-corruption policies, inhibiting the achievement of the government's reform goals. Corruption and impunity continue to erode public trust in institutions, and infringe upon basic human rights. They perpetuate systemic inequalities, obstruct access to basic services, and deny vulnerable populations their fundamental rights, thus undermining the foundations of a just and equitable society and hampering sustainable development. Furthermore, they divert resources meant for public welfare, such as healthcare, education, and infrastructure, resulting in the violation of the economic, social, and cultural rights of the population.

In order to support Lao citizens, organisations and the State Inspection Authority to address these issues, Oxfam Solidarité (lead applicant), ASF France and the Gender Development Association (GDA) decided to implement the MAACI project.

Job description:

As part of the **MAACI** project, ASF France is looking for a Project Manager/ASF France representative in Vientiane.

They will contribute to the day-to-day implementation of the 4 ASF France's activities within the MAACI project and be responsible for facilitating coordination between partners and other stakeholders on-site, as well as ensuring collaboration and effective progress towards the project's objectives. As the number of ASF France's activities are limited in this project, the Project Manager would also contribute to finding future opportunities for ASF France actions in Laos.

Main Responsibilities:

Under the supervision of the Program Officer at the headquarters, and in close cooperation with the Finance and Administrative Manager, the Project Manager will fulfil the following tasks:

1. Coordination
 - Coordinate, follow-up and evaluate ASF France's project activities.
 - Ensure the proper implementation of the activities, in accordance with the terms of reference (ToR) and the commitments agreed with partners and donors.
 - Provide operational monitoring of the project (financial, logistical, administrative) and its missions in their human, material and financial components.
 - Facilitate coordination with partners and other stakeholders on-site.
2. Technical management
 - Create and update project monitoring tools and collect relevant data from beneficiaries and partners.
 - Provide regular analysis of the project's situation on the field.
 - Organise on-site missions of ASF France experts for the training activities.
 - Prepare monthly internal reports on the follow-up of the project.
 - Draw up activities' reports for Oxfam (the lead partner) and donors, under the supervision of ASF France Program Officer at HQ.
 - Regularly report to ASF France Program Officer at HQ.
3. Administrative and logistics management
 - Ensure the respect of ASF France protocols and procedures.
 - Oversee the archiving, safekeeping and security of all project files.
 - Ensure the logistical follow-up of the project's equipment and stocks.
4. Financial management
 - Develop cash flow forecasts and funding request.
 - Manage the expenditures in accordance with the budget foreseen.
 - Contribute to the preparation of financial reports to submit to the lead applicant, in collaboration with the Financial and Administrative Manager at HQ.
 - Report to the Financial and Administrative Manager of ASF France at HQ.
5. External representation and communication
 - Ensure internal and external communication as well as the visibility of the project.
 - Facilitate a smooth communication of information between the field and ASF France's HQ.
 - Establish and maintain collaborative relations with national, regional and international actors.
6. Security
 - Assess the risks and threats associated with the implementation of activities (mainly on-site missions of ASF France experts).
 - Comply with the internal safety standards of ASF France and the associations on the field.
 - Update safety plans and ensure they are applied.
 - Report any security issue to HQ and other relevant stakeholders.

7. Other

- Represent ASF France in Laos and develop partnerships with institutional and organisational structures.
- Help identify future funding opportunities for ASF France actions in Laos.
- Answer the requests of ASF France HQ, based in France.

Education and professional experience:

- Academic background in law, economics, political science or project management.
- At least 2 years of experience in the field of international cooperation and project coordination.
- Experience working with human rights issues, and especially human rights violations is appreciated.
- Personal experience or direct knowledge of the Laotian context, the main legal stakeholders as well as the national judicial system would be an asset.

Skills:

- Very good interpersonal, negotiation and team-building skills.
- Ability to work under pressure and in a challenging environment.
- Very good organisational and management skills, autonomy and adaptability.
- Mastering of the project cycle management and proven capacities in project coordination.
- Excellent writing and analytical skills.
- Written and spoken proficiency in English.
- Mastery of Pack Office.

Work conditions:

- International Solidarity Volunteering (ISV) contract under French law.
- Duration of contract: 24 months.
- Approximate starting date: Between mid and end of September 2024.
- ASF France covers 1 return trip between home and the project location, at the beginning and the end of the mission.

How to apply:

Send your CV, cover letter and references by **3rd July 2024** at the latest to the following email address: recrutements@avocatssansfrontieres-france.org; with the subject line "ASFF - MAACI VSI".