

Ethnic Junior Program Officer (Generic Terms of Reference)

1. Identification post

Title: Ethnic Junior Program Officer (JPO)
Duration: 24 months, 1 January 2023 – 31 December 2024
SDC Supervisor's Name: Phouthamath Sayyabounsou
Project Supervisor's Name: (1) IWGP/IP2 (Oxfam in Laos)
(2) LDGP/LDP (LuxDev in Laos)

2. Objective

The overall goal is to provide to a young Non Lao loulou professional the opportunity to gain experience in the field of development, particularly in the areas of Governance and Citizen Participation, Rural Development, Gender Equality and Social Inclusion and other relevant development sectors through a short term assignment in the international development cooperation/organization funded by SDC. The position provides an opportunity to learn technical and management skills, fostering a promising professional development working with SDC national and international staffs and SDC project partners.

3. Duties and responsibilities

Under the authority and the oversight of the Head of Domain, the JPO will work with the project supported by SDC. The JPO will benefit from responsible National Program Officer (NPOs) guidance and support too. The specific assignments will depend on the thematic knowledge, competencies and interests of the JPO and the recipient project placement, but it will basically include:

- a) Under the overall guidance of the project manager/CTA/project advisor and in collaboration with project staffs, the JPO will execute tasks which contribute to the implementation of the project and are more specifically in relation with the way that the projects benefit to the women and to the ethnic minorities communities.
- b) Collaborate with the Gender Focal Point of the project team.
- c) Perform other duties as required by his/her line manager of the project.

4. Learning opportunities for the JPO

- a) General understanding of the work and mission of the SDC program, project activities, the role of public and private stakeholders and partners at national and subnational level;
- b) Insight and hands-on experience in working in development projects with a specific focus on gender and ethnic inclusion aspects ; and
- c) Becoming more familiar with working in an international organization and in a multicultural environment.

5. Minimum Qualifications and Experience

- a) Ethnic background from ethnic minority groups
- b) A degree or certificate in in the field of political/social science, rural development, gender equality, social inclusion, skills development, and other related fields or related disciplines;
- c) Written and spoken English Skills (basic or intermediate level);

- d) Demonstrated interest in the field of development and the work of international organizations;
- e) Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint);
- f) A strong commitment to development; an interest in adapting to varied physical and professional environments; and a desire to work with people with different language, national and cultural backgrounds;

6. Training components and learning elements

- a) Will participate in specific training courses such as English, MS Office and other trainings according to the personal capacity building needs
- b) Learn the structure, mechanisms, policies and practice areas of SDC and project partners
- c) Strengthen his/her effective communication skills (writing, speaking and listening)
- d) Participate in working groups and development events

7. General Terms and Conditions

- a) The JPO operates on a remunerative basis and personnel benefits (a.o housing and health insurance) under the responsibility of SDC.
- b) Costs and arrangements for travel, accommodation and living expenses during assignment on the field duty trips are the responsibility of the recipient projects.
- c) The purpose of the position is not to lead to further employment within SDC but to increase the competitiveness of the JPOs in the labor market. Therefore, there should be no expectation of employment at the end of this contract.