**URGENTLY LOOKING FOR**

**An Aid Effectiveness Coordinator**

**To support capacity development of civil society**

**Background**

Learning House for Development (LHD) is the central venue for Civil Society Organisations (CSOs) in Laos. Focusing on Non Profit Associations (NPAs) who work in development for poverty alleviation, Learning House for Development provides space and opportunities for NPAs to come together to learn new skills, share their knowledge and grow their organisations, in line with the 2009 NPA decree.

LHD is a non-political, non-profit making and non-religious initiative. It is locally established, emphasizing the achievements of its members’ goals and objectives in continuous development of the poorest and most disadvantaged communities in Laos.

**LHD’s activities:**

* Organizes capacity development for network members in selected areas.
* Conducts exposure visits to exchange experiences with NPA members and other countries’ CSO networks
* Coordinates the sharing of information in the form of publications, newsletters, workshops, public relations etc.
* Library and incubator rooms services
* Seeks partners to implement and fund specific network projects
* Representation on behalf of the CSO community

The Aid Effectiveness Coordinator will help create an environment that will enable the CSOs to add value to the development process in Laos. The coordinator will also assist in facilitating and coordinating round table meetings, external discussions and meetings relating to CSO development effectiveness programmes with the regional and international networks and the internal workshops for the Paris Declaration reporting on Aid Effectiveness.

**Roles and responsibilities**

The Aid Effectiveness Coordinator will work in close liaison with other team members, members of the LH Management Team, and other relevant stakeholders to undertake the following:

* Organize and facilitate participatory bi-annual planning workshop with stakeholders
* Develop and implement Aid Effectiveness Plan for the Learning House programmes;
* Organize round table meetings and workshops with the Government stakeholders, CSOs, NPAs and INGOs, as part of the development consultation process.
* Monitor and analyse the development process and its effectiveness and harmonize the inputs correspondingly.
* Identify and support participants of relevant NPAs in related forums and events.
* Facilitate sharing of knowledge on development effectiveness related issues and the mechanism and tools used
* Actively collecting and updating relevant information on Aid Effectiveness and related topics for the off- and on-line systems that hold this information.
* Represent the Learning House when required.
* Perform other administrative task or any duties reflecting the overall purpose of the development effectiveness agenda

**Accountability& cooperation**

The AE Coordinator will:

* operate under direct authority of the Learning House manager
* report to the Learning House manager
* cooperate and coordinate closely with other Learning House team members, and support / take over tasks of other team members when required.
* communicate and coordinate closely with Governments stakeholders, iNGOs, NPAs and other CSOs.

**Qualifications & Competencies**

* Lao National
* Excellent oral and written communication skills, including advanced level of written and spoken English.
* Ability to work collaboratively with a wide range of individuals
* Strong facilitation and program coordination management experience
* Sound understanding of development issues in Laos.
* Ability to interact effectively and generate substantial and relevant ideas and inputs
* Ability to go beyond established procedures and models and to propose new approaches
* Ability to build strong relationships with clients and external actors.

***Application Information:***

Applications can be made ONLY by email to [recruit@lao-npa-network.org](http://email07.europe.secureserver.net/webmail.php?login=1) and must include a CV and a cover letter that address the criteria above. Deadline of submission shall be on February 13, 2013.

Starting date: As soon as possible, but no later than 1 March 2013.

APPLICATIONS SHOULD ONLY CONTAIN A CURRENT CV AND A COVER LETTER IN ENGLISH ADDRESSING THE CRITERIA OUTLINED FOR THE POST. PHONE CALLS WILL NOT BE ACCEPTED.

Reference checks will be undertaken prior to any offer of employment and all candidates should submit two professional referees including their current or most recent employer.

The Learning House is an equal and fair opportunity employer. Women are encouraged to apply.