

Project Fund Officers (2 positions)

Project Background

The Mekong Region Land Governance Project funded by the Swiss Agency for Development and Cooperation (SDC), with support from the Governments of Germany and Luxembourg, is jointly implemented by Land Equity International (LEI) and Professionals for Fair Development (Gret). The Project aims to address weak land governance and tenure insecurity in the Mekong region by empowering local stakeholders, building alliances, and supporting policy influencing activities as windows of opportunity emerge. The Project works across the four Mekong countries (CLMV) to support cross country learning and to facilitate and open up space for dialogue and alliance building. In November 2015, the project will expand with a large portfolio of innovation fund projects commencing, therefore we are seeking additional support to its regional Office based in Vientiane.

We are now two (full time) project officers. We are seeking a candidate with experience in **compliance and monitoring of project funds**, and preferable, experience understanding of land governance issues in the Mekong Region.

NB: 2 full time positions.

Starting date: November 2015

Contract Duration: 2 year 5 month contract (to end of Project March 2018).

Work location: MRLG Regional Office (co-located with Gret).

Main Tasks and Responsibilities

Under the direction of the Funds Manager and in consultation with the M&E Officer the Project Fund Officers will:

- Supervise preparation of contract Scope of Services for approved MRLG project activities.
- Supervise the contract award and mobilisation process.
- Supervise contractor compliance with MRLG reporting, procurement and finance management requirements.
- Undertake periodic project site visits and supervise the preparation of progress, performance and completion reports consistent with MRLG contract and M&E framework requirements.
- Respond to requests from the Monitoring and Evaluation Officer for project information and assist in update of the M&E project data base as directed.
- Represent the Grants Manager/MRLG at project and official functions.
- Prepare project reports for dissemination through the MRLG web site and publications.
- Report any activities that pose a risk to the ongoing implementation or completion of project activities.

Coordination of activities requires:

- Coordination of funded project activities (IF, QDF) with MRLG PIU activities.
- Promote a harmonious work environment within the team and the LEI and GRET values.

Qualifications and Experience:

- A Tertiary Certificate or any other qualification acceptable to the MRLG Team Leader. Fluency in English.
- Demonstrated experience in contracting, project management, and M&E reporting.
- Excellent English communication skills.
- Good organizational, team work, interpersonal and communication skills.



Mekong Region Land Governance Project

Funded by Swiss Agency for Development and Cooperation and German Cooperation
Project Implemented by LEI & Gret

LEI promotes an inclusive workforce with respect to gender and ethnic diversity¹.

Interested candidates should submit a cover letter that demonstrates they meet the responsibilities and qualification requirements, a CV and at least 2 references/referees.

**Submit your application/enquiries with attention to Kate Rickersey, info@mrlg.org
no later than the 30th October 2015.**

Only shortlisted candidates will be contacted for interview.

¹ Refer to MRLG Project: Gender Equality and Social Inclusion Action Plan