

Business Development Coordinator (Re-advertise)

Qualified female candidates are highly encouraged to apply!

PURPOSE OF THE POSITION

You will lead on new business expansion to support program teams; creating, identifying and accessing new funding opportunities; maintaining a clear donor relationship and high quality proposal development for ChildFund in Laos. You will actively seek to grow income of the country program through consortium partnerships and other opportunities.

KEY DUTIES

- Identify, qualify and track funding and partnership opportunities in a systematic manner
- Scope new consortium partnerships with stakeholders at country level for country programming
- Lead the design and implementation of country resource mobilisation strategies intended to strengthen income and partnerships to deliver the country strategy
- Monitor the funding pipeline and lead on income planning and forecasting in country
- Responsible for managing and building ChildFund relationships with institutional donor representatives within the country context
- Provide effective bid project management and undertake quality assurance of donor proposals to ensure high quality competitive proposals in order to successfully secure institutional donor funds at scale
- Ensure project and grants are compliant with donor requirements.
- Engage actively with research and innovation team for progressive and purposeful programming investments.
- Work closely with Communication & Advocacy department to publish researches and support advocacy based initiatives by providing ideas, creative solutions and identifying policy gaps.
- Support communications with proofreading and error checks etc.
- Represent Child Fund in Laos in working groups as and when requested by Country Director

QUALIFICATIONS & EXPERIENCE

- Postgraduate University qualification in Development, Project Management or comparable professional qualification
- At least 5 years' experience working with INGOs, communities and government in grant writing and management
- Prior demonstrated experience working with institutional donors
- Experience in Education, Child Protection, health related programs.
- Experience and familiarity with requirements of the key donor partners including DFAT, EU, USAID, UN Agencies, etc
- Excellent command of English.

DESIRABLE

- Lao speaking/writing skills are an advantage.
- Strong understanding of the Lao context.

Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and promote strong safeguarding practices, understand ChildFund's child safeguarding policy & procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

SKILLS

Strong interpersonal and stakeholder management skills, able to connect with people from different background and cultures

Excellent communication in English, in writing and speaking

Ability to multitask and work with competing deadlines

Creative thinker and motivator, energetic, with an entrepreneurial spirit

CHILDFUND in Laos' Values

Commitment to ChildFund in Laos' values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Location: ChildFund in Laos, Saphanthong Neua Village, House No. 598, Unit 26, Sisattanak District, Vientiane, Laos

Employment: Full-time contract

Reports to: Country Director

Other information: Must have criminal background check before joining the organisation

The position is based in Vientiane Capital with regular travel to program areas.

Please apply at: Send your cover letter and CV to <https://teamchildfund.bamboohr.com/jobs/view.php?id=59>

by no later than 6th April 2021 at 5.00 pm

Only short listed candidates will be contacted.





ORGANISATIONAL CONTEXT

ChildFund Laos is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Laos in 2010 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights. Projects are implemented in the capital of Vientiane, as well as Huaphanh and Xiengkhouang Province, some of the country’s poorest regions with significantly high unexploded ordnance contamination.

With a focus on upholding child rights and improving access to quality education, ChildFund in Laos also prioritises projects which focus on child nutrition, sexual reproductive health and rights, media literacy and job readiness.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

In addition to salary payment, you will be provided Lao New Year Bonus, severance payment depending on staff’s tenure with the organisation, mobile allowance, full insurance package (Life, Health and Accident) and health insurance coverage will be extended to your family members (spouse and children).

Additional allowance for field staff

Field staff are eligible for a one-off \$100.—relocation allowance when moving from one province to work in one of our projects in another province. They are also eligible to three home visits per year, hardship and accommodation allowance.

Leave

You will have access to 20 days of paid annual leave and up to 16 days of public holidays per year. You are also entitled to other paid leaves, including 180 days maternity leave, 15 days paternity leave, 30 days sick leave, 18 months long-term illness leave, 5 days compassionate leave, 3 days marriage leave, 2 days family leave and study leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund in Laos you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”