

## **JOB Announcement: Project Manager (for Lao nationals only)**

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 Adult Education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany.

As the leading professional organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. The regional office in Vientiane implements projects in Lao PDR and Cambodia and supports regional cooperation. At the earliest possible date, we are looking for a **Project Manager** in our Regional Office in Vientiane.

Her/his main tasks are:

- Management of project activities in the framework of non-formal education and lifelong learning in cooperation with (mainly governmental) partners, currently particularly in the area of women empowerment
- Designing and Implementation of evaluation and monitoring activities
- Implementation of capacity-building events and facilitation of meetings and official events
- Support of proposal writing for international donors
- Support to timely and high-quality financial reporting
- Maintaining good and regular contact with (government) partners

What we expect

- Good command of the English language, including the writing of reports
- At least 2 years of experience as project manager in international development cooperation
- Ability to meet deadlines
- Flexibility and willingness to up-skill as required by the tasks
- Understanding of the education sector in Lao PDR and of the concept of lifelong learning is an advantage

What we offer

- Contract until the end of 2023 with the possibility of prolongation
- Possibilities for training and personal development
- Adequate salary and benefits

Interested candidates are requested to send their application including a CV (in English), a motivation letter and two references (if possible) to the Regional Director, Dr. Johann Heilmann (johann.heilmann@dvv-international.la) until 2<sup>nd</sup> August 2022.

Only shortlisted candidates will be contacted for an interview.