



**Lao People's Democratic Republic**  
Peace Independence Democracy Unity Prosperity

Ministry of Education  
Technical Vocational Education Department

**Strengthening Technical and Vocational Education and Training Project  
Grant 0211-LAO**

**Vacancy Announcement for Nationals**

Lao PDR has received a Grant from Asian Development Bank's Special Resources Funds to assist the technical and vocational sector through the implementation of the STVET Project. The Project Implementation Unit is seeking qualified applicants for the following positions:

**1. Project Accountant (72 person months)**

To assist the project manager in managing the overall project financial and accounting aspects and ensure all transactions are strictly proceeded in accordance with formal procedures and formats of ADB and the government.

**Specific Tasks:**

- Analyze and report financial performance
- Prepare expenditure proposals, financial reports
- Manage project accounting and finance, asset inventory
- Conduct internal audits and controls
- Record, track and manage all transactions
- Closely coordinate with the ministry's finance department
- Perform other relevant tasks as required

**Qualification requirements:**

- Degree in accounting and finance
- Sound knowledge of management on accounting and finance at least 3 years of hand-on experience
- Good computer literacy with strong Excel skills
- Good written and spoken communication skill in English and Lao
- Knowledge of the ADB projects an asset
- Excellent interpersonal and communication skills
- Ability to work effectively in team environment

**2. Monitoring and Evaluation Specialist (36 person-months)**

Be responsible for the monitoring and evaluation of the overall project implementation activities and track progress towards achieving the project implementation plans and objectives.

**Specific Tasks:**

- Conduct monitoring of the project implementation performance in accordance with a framework prepared in collaboration with the monitoring and evaluation consultants
- Together with the assigned consultants, the participating educational institutions, advisory boards, etc., assist in establishing and implementing the internal monitoring of project activities and implementation, using approved indicators and targets to measure progress and make recommendations for improvement.
- Help PIU and ADB review missions prepare periodic survey
- Conduct analysis of project activity implementation
- Ensure compliance with the requirements of the reporting systems for preparing project reports as per the donor formats/requirements.
- Prepare internal M&E documents and analytical reports, e.g. data summaries, workshop reports, etc.

**Qualification requirements:**

- Degree in a social science, development or education related subject, or equivalent standard of education
- Proven ability in developed application in the evaluation and/or operational research of program, include the design and implementation of evaluation strategies on both the project implementation and organizational levels
- Knowledge in M&E delivery in development projects at least 5 years
- Excellent interpersonal and communication skills required to train staff

- Strong analytical skills including analysis of both quantitative and qualitative data
- Good written and spoken communication of both English and Lao
- Ability to work independently and as part of a team.
- Computer literacy and other IT tools.

### **3. Civil Work Officers: 2 positions—senior and junior (36 person months each)**

To oversee with the design, development and construction as detailed in the project administration manual. The role is central to ensuring the safe, timely and well-resourced completion of projects in many areas, including school facilities construction and renovation. Under the technical instructions by the senior civil work officer, the junior civil work officer will assist and support the senior civil work officer.

#### **Specific Tasks:**

- Work with building and facility specialists in developing civil work implementation plan
- Assist in preparation and development of detailed building plans and technical specifications;
- Undertake technical and feasibility studies and site investigations;
- Assess potential risks of specific projects, as well as undertake risk management in specialist roles;
- Work with procurement officer to put together procurement proposals or plans and with the project accountant in civil work budgeting;
- Manage, supervise and visit contractors on site and provide advice on civil engineering matters;
- Oversee the work of junior civil work staff or mentor civil work staff;
- Communicate and liaise effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers and clients;
- Lead teams of other engineers, perhaps from other organizations or firms;
- Review and approve project drawings;
- Correct any project deficiencies that affect production, quality and safety requirements prior to final evaluation and project reviews.

#### **Qualification requirements:**

- A higher degree in civil engineering (for both senior and junior)
- At least 5 years of working experience in the field for the senior and 3 years for the junior, experience with development projects as a plus.
- Computer literacy and ability to use a range of design computer packages for designing projects and undertaking complex and repetitive calculations;
- Good command of written and spoken English and Lao
- Willingness to work flexi-time when needed
- Excellent interpersonal and strong communication skills

### **4. Administrative Assistant (72 person months)**

To oversee PIU office administration and logistic functions, liaison between and among all stakeholders of the project and ensure quality delivery of any work done under her or his responsibilities.

#### **Specific Tasks:**

- Provide excellent day-to-day administrative support to PIU and handle all administrative work (e.g. drafting letters, faxes, minute taking, time management, in/outgoing correspondence, etc.)
- Assist PIU in ensuring the proper use of project equipment/assets, including project vehicles, in compliance with relevant procedures;
- Together with the project procurement officer and accountant, update, prepare and maintain the project assets register and help conduct regular assets inventory reconciliation and work with the procurement officer;
- Assist PIU to organize events, workshops, conference, etc., including preparing correspondences, reports and materials for meetings and presentations both in Lao and English and coordination to ensure that proper notification is given; and
- Handle the filing system and perform general duties as requested.

#### **Qualification requirements:**

- A bachelor degree in office management or related field;
- At least 3 year working experience in project administrative job;
- Excellent written and spoken communications skills in both Lao and English;
- Computer literacy, fast typing both Lao and English languages;
- Willingness to work flexi-time when needed;
- Ability to information processing: compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data;
- Excellent interpersonal, strong communication skills and team work building.

### **5. Procurement Officer (36 person months)**

To oversee all procurement activities as detailed in the project administration manual and strictly follow procurement policies and procedures.

#### **Specific Tasks:**

- Deal with and follow all procurement of goods and work to be financed under the project;
- Prepare and process procurement documents;

- Update and make reports of procurement lists on a regular basis;
- Coordinate with premise and building consultants, civil work officers, and participating educational institutions to prepare procurement;
- Negotiate prices with suppliers and ensure purchase orders are processed in a timely manner;
- Ensure asset maintenance records are in place and up to date for all equipment of PIU office;
- Provide PIU with necessary support to supplement procurement capacity, including training in preparation of bid documents for civil works and bid evaluations, etc.

**Qualification requirements:**

- A degree in business administration;
- Hand-on experience in procurement for at least 3 years, especially in development projects;
- Ability to negotiate effectively and to work in team environment, and excellent interpersonal skills;
- Excellent written and spoken communications skills in both Lao and English;
- Computer literacy and other IT skills;

**6. Driver/Messenger (72 person months)**

**Specific tasks:**

- Provide a driving quality service;
- Provide a safe, comfortable, punctual service to passengers at all times;
- Maintain project vehicle in good mechanical orders and cleanliness, logbook, accounting for all mileage and fuel consumption/costs;
- Minimizes fuel costs;
- Perform other tasks as required.

**Qualification requirements:**

- Previous driving employment essential;
- Spoken English skills desirable;
- Must have held a full driving license for at least 3 years;
- Must demonstrate good understanding of driving laws and exhibit defensive driving skills;
- Punctual and trustworthy;
- Have a flexible attitude to working shifts and weekends when required.

All positions are based in Vientiane Capital. Detailed job descriptions for each of the positions can be downloaded at [www.moe.gov.la](http://www.moe.gov.la). Interested applicants are required to send a resume with recent photo and all necessary supporting documents before 6 August 2010 to the following address:

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**Only the shortlisted will be contacted for interview and women are highly encouraged to apply.**