

ILSTA is expanding its country team in Laos and is recruiting a highly motivated: *Program Officer*

Location: Vientiane and provinces, Lao PDR

DUTIES AND RESPONSIBILITIES:

The incumbent will under the general direction of ILSTA:

- Provide operational assistance to the project in accordance with the workplan;
- Support and assist operations in the provinces;
- Co-ordinate and follow up on administrative matters, and provide assistance as required;
- Liaise with the government and the implementing agencies and other involved parties and agencies;
- Implement specific tasks of the project, including making arrangements for workshops and in-service training to be conducted under the program;
- Arrange to evaluate effectiveness of workshops, in-service training sessions, group meetings and the subsequent use by staff of the skills developed;
- Prepare and update specific work plans;
- Collect statistical information as required;
- Prepare and ensure timely submission of the Project Progress Reports (PPR) and any other required progress reports;
- Draft and edit notifications and reports;
- Other tasks as required.

QUALIFICATIONS:

- Advanced university degree in law or other relevant social sciences;
- Excellent written and spoken English and Lao, an additional language is considered as an asset;
- Experience in project management/administration; ability to work independently and as a member of a team;
- Computer literacy; good communication skills; report writing skills;
- Experience with development issues and administration of foreign aid project;
- Prior work experience in a similar position;
- Good judgment and strategic awareness, to get the best use of resources and identify opportunities for improvement and provide solutions;
- Available to travel to the provinces.

ILSTA offers:

- A friendly and dynamic work environment;
- An attractive salary package in accordance with the profile of the incumbent;
- Career development opportunities.

Applicants should submit a motivation letter, CV and references by December 31, to: contact@ilsta.org

Or

**Institute for Legal Support and Technical Assistance (ILSTA)
6th floor, NNN Building, Ban Phonsinuan, Sisattanak District, Vientiane Lao PDR**

Only short-listed candidates will be contacted for an interview. Grade according to qualifications and experience.