

ILSTA is building up its country team in Laos and is recruiting a highly motivated: *Administrative Assistant*

Location: Vientiane and provinces, Lao PDR

Duration: 1 year (full time), with the possibility of being renewed

DUTIES AND RESPONSIBILITIES:

The incumbent will under the general direction of ILSTA:

- Provide support on all kind of administrative matters;
- Correspond with national authorities and foreign representations;
- Process and follow up on administrative arrangements of the international staffs (run visa and other documents);
- Provide language support services English/Lao and Lao/English;
- Participate in field missions, including provision of administrative support, hotel reservations, booking flight ticket, van rental, photographer etc.;
- Maintain a database and collect relevant data etc.;
- Assist in monitoring and keeping track of transactions and maintain administrative files;
- Monitor and update the office inventory;
- Maintain sufficient supply of stationery and ensure office machines are in good working order;
- Respond to other staffing needs and duties as required.

QUALIFICATIONS:

- Good verbal and written communication skills in Lao and English;
- Prior work experience in a similar position;
- Good judgement and strategic awareness, to get the best use of resources and identify opportunities for improvement;
- Good organizational and management skills;
- Computer literacy;
- Personal drive and the ability to be a self-starter as well as a good team player;
- 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 to: contact@ilsta.org

Or

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