

We are Hiring now!



Coordinator for Provincial People's Assemblies (PPA) (Deadline Extension)

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ currently is implementing a large number of projects focusing on rural development, conservation of nature and natural resources, sustainable economic development as well as good governance. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The **Citizen Engagement for Good Governance, Accountability and Rule of Law (CEGGA) Project**, a joint initiative of three Team Europe partners – the EU, Germany and Switzerland, is currently seeking **one (1)** qualified Laotian candidate for the position of Coordinator for PPA, based in Vientiane Capital starting as soon as possible until 31.10.2025.

MAIN TASK AND RESPONSIBILITIES:

1. Professional advisory services

- Provide technical assistance to the Director General and Head/Deputy Head of the National Assembly's Secretariat for International Cooperation and Project Management (ICPMS) in communication with the assigned focal points in all 18 Provincial People's Assemblies (PPAs) in relation to the preparation and implementation of activities of the CEGGA II CO2 Component.
- Prepare and facilitate the provision of information to PPAs on the CEGGA CO2 results framework and the procedures related to the preparation, implementation, monitoring and reporting of activities.
- Track and oversee the implementation of CEGGA II CO2 activities with the PPAs and ensure the monitoring, evaluation and reporting on results.

2. Networking and cooperation

- Supports cooperation, regular contact, and dialogue with partners, assists with PR / visibility work and cooperates with relevant organisations i.e. UNDP STEPS programme, non-governmental agencies and individuals in the CEGGA II programme environment and with other projects to improve and maintain good working relationships.
- Communicates partner interests and efforts, forwards these and encourages sharing ideas and information for the benefit of the project/programme.

3. Coordination tasks

- Liaise with the National Assembly's ICPMS in its mandate of processing support requests from Provincial People's Assemblies (PPAs), coordinating development partner contributions, ensuring division of labour and enhancing the results orientation, monitoring and reporting.
- Liaise with 2 PPA focal points in Luang Prabang and Khammouan provinces and relevant staff to coordinate CEGGA II activities and ensure timely implementation of agreed activities, including through coordinating technical and administrative matters as necessary.
- Provide technical advisory services to the National Assembly's ICPMS in preparing, conducting and following-up to quarterly meetings with CEGGA II funding partners.
- Perform related other duties as assigned by CEGGA II management team or requested by the Head of the ICPMS.

QUALIFICATIONS:

- University degree, ideally in public administration, social sciences, political science, or law.
- At least 5 years of experience working in the public sector and/or international development cooperation.
- Prior working experiences with the National Assembly and/or Provincial People's Assemblies would be an asset.
- Ability to structure, prioritise tasks and good organizational capacities with the ability to handle work peaks, demands from partner organisations, work pro-actively and manage to solve problem precisely.
- Confident, detail-oriented, and team-oriented personality, with excellent oral and written communication skills.
- Constructive approach to issues of political sensitivity.
- Strong communication and writing skills, including report writing.
- Fluency in Lao and very good knowledge of English (written and spoken).
- Knowledge of National Assembly and Provincial People's Assembly regulations and context.
- Understanding of the political, administrative, and institutional set up of the government.
- Regular traveling to provinces is required.
- Very good working knowledge of ICT technologies (Microsoft 365).

EMPLOYEE BENEFIT

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

HOW TO APPLY

Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including the cover letter and CV together with relevant certificates and references by email to job-gizlaos@giz.de, HR Division of GIZ Office Vientiane, by stating **the exact job title in the subject by 16:30 pm on 10th November 2024**.

Previous applicants do not need to re-apply.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse culture background, and with disabilities are most welcome.



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