

REQUEST FOR EXPRESSION OF INTEREST

Country: Lao People's Democratic Republic
Project: Early Childhood Education Project (ECE)
Sector: Education
Description: **01 Project Clerical Staff**
Funded: Grant No.: H910-LA and Credit No.: 5370-LA

The Ministry of Education and Sports is currently implementing the World Bank funded Early Childhood Education Project and preparing for implementation of the second Global Partnership for Education Project. The objective of these projects is to support the Government of Lao People's Democratic Republic to increase the coverage and improve the quality of education with a focus on the most educationally disadvantaged children. In order to meet this objective it is also essential to strengthen education management at the central, provincial, district and school levels to efficiently and effectively implement the projects.

In order to facilitate the implementation of the project, the Ministry of Education and Sports would like to employ an experienced Lao Nationality for Position of Project Clerical Staff to be based in the ESDF Coordination Unit (ECU) Department of Planning.

1. Major Responsibilities:

- Assist with administration tasks;
- Type, copy, record in-out documents, deliver documents;
- Keep filings in proper places;
- Maintain in-out documents;
- Keep an office clean and maintain office equipment in place;
- Receive visitors; and
- Other tasks based on the request from the Project Director.

2. Qualifications and Experience:

- A sound of more than two or three [2 or 3] years' experience in office administration and management, filing with nature of projects and programs;
- Good English language skills both writing and speaking will be preferable but not limited to;
- Good communication and interpersonal skills;
- Friendly and helpful personality;
- Proven ability to work under pressure and critical deadlines;
- Driving License is preferable;

Interested eligible candidates in this position may obtain further information and the detailed TOR from the **Ministry of Education and Sports, ESDF Coordination Unit (ECU)** at the address below during office hours *08:00 to 16:00 hours* or by e-mail. Please submit CVs and a letter of interest by **29th October to 12nd November 2018** to the address below. Only short listed individual candidates will be contacted for an interview.

To: Ministry of Education and Sports
Department of Planning
Lane Xang Avenue, P.O Box 67, Vientiane, Lao PDR

Attn: Ms. Khampaseuth KITIGNAVONG
Deputy Director General of Department Planning.
ECE Project Director
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Project Clerical Staff
“Early Childhood Education Project [ECE]”
ESDF Coordination Unit in the Department of Planning
Ministry of Education and Sports

1. Background Information

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4. Duty station

The Project Clerical Staff will be located at the Ministry of Education and Sports, ESDF Coordination Unit, Department of Planning, Vientiane Capital, Lao PDR.

5. Duration and dates of assignment

The secretary will be engaged for a period of twelve [12] with an initial 12 months contract, extendable annually depending on performance.

4. Facilities to be provided by the Implementing Unit

Office space and others facilities that needed to implement the activity daily basis.

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