LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY AND PROSPERITY

Ministry of Education and Sports
Department of Organization
Improving Frontline Worker Performance in Education and Health Project
P507442. IDA Credit No. IDA-79630

Ref. No 814 /DoO
Date: 29 SEP 2026

REQUEST FOR EXPRESSION OF INTEREST

Time-Based National Consultant for Position of Project Administrative Assistant TA

The Government of Lao PDR (GoL) has secured an International Development Association (IDA) credit of US$35 million from the World Bank to implement the Improving Frontline Workers Performance in Education and Health Project (P507442). The project aims to strengthen human capital by enhancing the performance and management of frontline workers in education and health sectors. The project was approved on January 15. 2026 and is expected to close on April 15, 2031.

The Project Administrative Assistant will provide administrative, clerical, and logistical support to the PMU. The Project Administrative Assistant will ensure effective daily office administration, manage incoming/outgoing communications, organize meetings and workshops, maintain filing and document tracking systems, and assist PMU staff, consultants, and mission teams.

Key Responsibilities

The Project Administrative Assistant shall perform, but not be limited to, the following duties:

1. Daily Office Administration & Operations

- Manage day-to-day office administrative tasks, including handling official correspondence, phone inquiries, visitors, and general office maintenance.
- Maintain an organized filing system (both physical and electronic) for all project documentation, official letters, mission reports, contracts, and administrative records.
- Manage office supplies, stationeries, and equipment; maintain inventory lists and issue requests for replenishment as needed.
- Ensure proper maintenance and servicing of office equipment (computers, printers, copiers) and project vehicles.

2. Event & Workshop Logistics Coordination

- Coordinate administrative arrangements for project events, workshops, trainings, and meetings organized by MoES technical departments and PMU.
- Secure venues, organize catering, arrange printing of workshop materials, and coordinate participant invitations and attendance sheets.
- Record minutes of administrative and project coordination meetings as requested.

3. Travel & Mission Support

- Coordinate travel logistics for PMU staff, consultants, and official World Bank implementation support mission teams.
- Prepare official travel authorization requests, arrange vehicle dispatch, hotel accommodations, and travel advances or reimbursements in line with project procedures.

- Coordinate vehicle scheduling and driver assignments for field monitoring trips to target provinces and districts.

4. Cross-Unit Support (Procurement, Finance, & Operations)

- Assist the Procurement Specialist and Financial Management Specialist with administrative tasks, such as tracking document signatures, archiving procurement files, and logging invoice receipts.
- Coordinate incoming and outgoing correspondence between the MoES PMU and MoH PIU, target Provincial Education and Sports Services (PESS), and District Education and Sport Bureaus (DESB).
- Perform other administrative duties as assigned by the Project Director/Deputy Director.

Qualifications and Experience

- **Education:** Bachelor's degree in Business Administration, Public Administration, Secretarial Studies, Office Management, Foreign Languages, or a related field.
- **General Experience:** Minimum 3 to 5 years of relevant professional experience in administrative, secretarial, or office management roles.
- **Donor Project Experience:** Experience working as an administrative assistant/officer within official development assistance (ODA) or World Bank-funded projects in Lao PDR is highly preferred.
- **Technical & Computer Skills:**
  - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and standard office software/equipment.
  - Strong organizational and records management skills.
- **Languages & Communication:** Good command of spoken and written Lao and basic-to-intermediate working proficiency in English.
- **Interpersonal Skills:** Excellent communication skills, reliability, and the ability to work effectively in a multi-disciplinary team environment.

The attention of interested Consultant is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected based on Individual Consultants selection method set out in the Consultant Guidelines.

Interested eligible candidates in this position may obtain further information and the detailed TOR from ***the Ministry of Education and Sports, Department of Organization*** 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 5th to 19th Octocber 2026*** to the address below. Only short-listed individual candidates will be contacted for an interview.

Attn: Ms. Daovieng PHONGSAVATH
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IFWP-E&H Project Deputy Director
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Authorized Signature

Ph.D. Toudavanh NORMEUANGSET
Director General/Project Management Unit
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