



Comprehensive Mine Risk Education (MRE) Project Support Officer

World Education Laos is dedicated to working through a participatory and multi-disciplinary approach to engage and empower communities, families, and individuals through programs in education, health, mine action, and economic development, that are designed to build capacity, promote self-sufficiency, and increase inclusion of all persons in Lao PDR.

World Education has been operating the Mine Risk Education Project in Lao PDR since 1996, and the current 3 year project is new step of the MRE project in Lao PDR, integrating UXO safety messages into National Curriculum of General Education for grade 1 to grade 12. The MRE Project is seeking a highly skilled, dynamic and motivated Lao national to join our team as MRE Project Support Officer based in Vientiane. This position reports to the MRE Project Manager.

The selected Project Support Officer will be responsible for assisting all functions and managers, coordinators, and officers in the MRE team.

Required Competencies:

- Obtained high diploma/bachelor's degree.
- 3 years experience in working for project implementation.
- Excellent coordination and communication skills.
- Good written and spoken English language ability.

Responsibilities:

- Assist field coordinator, program officers in communicating with government counterparts and in project activities planning, implementing and evaluating;
- Assist in preparing budget plans for project activities, reconciling trip and activity advances and disbursing funds as approved by management;
- Assist in following up and supporting project implementation and financial reports with province and district officials;
- Keep all receipts and prepare financial reports for each project activity;
- Maintain program files;
- And other duties as assigned by the Project Manager, Deputy Country Director/ Country Director.

Salary and Benefits:

World Education offers a competitive salary and benefit package including employee and family health insurance, 13th month salary, severance benefits and career development opportunities.

World Education is an equal opportunity employer and encourages the applications of women, ethnic minorities and people with disabilities.

Applicants should email or submit a CV and letter of interest to: World Education: PO BOX. 6782, Vientiane Lao PDR. Tel: 214 524, 222 439; Fax: 217 553; E-mail: bounxeuy_chanthathong@la.worlded.org

Applications close on 10 February 2019

Note: *only short-listed candidates will be contacted for interview.*