



Job Vacancy

Enterprise & Development Consultants Co., Ltd (EDC) is a private professional company in Laos that provides training and consultancy services in areas of Business Development, Project Development and Management, Capacity Development, and many more.

We are looking for new colleagues to work in an EU funded project in the education sector in the following positions:

Project Coordinator

Responsibilities:

In the service areas as described above:

- Act as a focal point and liaison officer between EU and MoES
- In charge of coordinating and facilitating the project's activities
- Be located in MoES and be required to support the Education Sector Working Group (ESWG) secretariat to organize the ESW meetings, the Focal Group meetings, and the Informal Education Development Partners Meeting.

Qualifications:

We are looking for potential candidates, who have:

- Bachelor's Degree in Business Administration, Education, Economics, Finance, Social Sciences or relevant equivalent, or other directly related discipline.
- Proficiency in English (minimum C1 level) and Lao (oral and written).
- Excellent knowledge of Microsoft Office tools and online meeting platforms.
- At least 2 years working experience in project management and coordination.
- At least 2 years working experience in the education sector/system in Lao PDR
- At least 1 year working experience in organizing events, meeting, consultation and workshop (this experience of 1 year can be included in the experience duration above)
- Experience and knowledge of education sector working group would be an asset.

Professional and Technical skills that would be an advantage:

- Familiarity with EU development cooperation projects and procedures.
- Strong analytical skills and very good communication skills.

The relevance and quality of the experience of the candidates in line with the requirements defined above will be given a prominent weight as compared to the number of years of experience.

Send application and updated CVs, preferably in English to: edclao@laotel.com; thipphasone.edc@gmail.com by email or hard copy to: **Enterprise & Development Consultants (EDC), Co., Ltd.** at **Green Building**, Ban Naxay, House 429 Unite 41, Box 9997, Vientiane Lao PDR.
Tel: +856 21 454650-1, Fax: +856 454654.

Note: All CVs must have contact details: Tel and Fax numbers, email address.

Closing Date: 1 March 2021
Only shortlisted candidates will be notified.