**Vacancy Announcement**

for Lao National Staff

**Public Information & Awareness Services in Salavan (PIASS) project**

Village Focus International (VFI) is non-profit organization working in Laos for more than 20 years to promote capacity building of communities to improve their livelihoods through integrated rural development activities, among many other actions.

The Public Information & Awareness Services in Salavan (PIASS) project focuses on 2 main components: public information & awareness services and enhancing capacity to deliver counselling at the community level. The project duration is 17 months, starting from January 2023 through May of 2024.

**VFI IS SEEKING 2 PROJECT ASSISTANTS TO BE BASED IN SALAVAN PROVINCE:**

The successful Project Assistants (PA) will be capable trainers and non-formal educators, comfortable at the community level, able to coordinate with local officials, understand legal issues for local people, including related to natural resources, livelihoods, food security, land, etc.), be a motivated self-starter, and be a networker with other civil society organizations and the private sector. Both positions are full-time and based in Salavan Province.

**KEY TASKS:**

* Coordinate closely and positively with local government counterparts;
* Assist in conducting needs assessments in regard to training materials development with key partners;
* Assist in the development of training materials and courses to fit the local situation;
* Organize and facilitate events, workshops, trainings and other activities of the project; and
* Work closely with village disseminators, paralegals and mediation units, with regard to non-formal education, dissemination of key information, and legal counselling at the community level.

**ESSENTIAL CRITERIA:**

* At least a Bachelor Degree, with basic legal knowledge, non-formal education and training capacity, and previous related work experience an advantage;
* Excellent communication skills and the ability to effectively liaise with people from ethnic villages, government counterparts, donor organizations, and other VFI staff members;
* Good computer skills (writing reports, financial plans, internet and email);
* Capacity in spoken local languages (Taoi, Katang, etc.) is an advantage; and
* Willingness to live and work in Saravan Province, and travel to other provinces as required.

**Application Process**: Interested applicants must submit a CV and application letter addressing their personal experience according to the criteria above, with copies of relevant certificates **by 25 January, 2023**to the VFI office in Vientiane: PO Box 4697, Phonsavan Tai Village, Sisattanak District, Tel: 021 31251, or email to **Mr. Phoutthakone Piengpanya at** **Phoutthakone@villagefocus.org****.**