



The Asia Foundation's **Lao PDR Office** seeks a ***qualified Lao national*** for the position of **Intern – Monitoring, Evaluation and Learning** (for 6 months period: Oct 1, 2024 to Mar 31, 2025), to be based in Vientiane Capital, Lao PDR.

This position will support data entry, data management, and reporting for the USAID-funded Legal Aid Support Program.

The USAID Legal Aid Support Program (LASP) goal is to promote the rule of law in Laos through fairer, more consistent, and more transparent delivery of justice according to the law—inclusive of women, the poor, and traditionally underserved populations. LASP is achieving this goal through the implementation of three mutually reinforcing activities under three strategic objectives:

1. Increasing the capacity of MOJ and its legal aid services;
2. Increasing the capacity of the Lao Bar Association (LBA) and Non-Profit Associations (LPA) legal aid services; and
3. Increasing sensitivity to women's rights and empowerment in law-related professions.

#### **Duties and responsibilities**

- Support data entry and data managements tasks for Monitoring, Evaluation, and Learning (MEL);
- Maintain MEL tracking sheet/database;
- Collect input from project participants to highlight success stories.
- Other tasks as required by the Chief of Party and MEL Specialist
- Assist in the preparation of MEL reports and presentations.
- Participate in MEL-related meetings and workshops.

#### **Qualifications**

- Undergraduate studies in law, public policy, public administration, political science, economics, international development, social sciences, or any other relevant field is preferred.
- Strong communication and interpersonal skills in English preferred, and ability to harmoniously interact with people from a variety of cultural and professional backgrounds.
- Advanced computer skills (Microsoft Windows, Word, Excel, PowerPoint, Outlook, internet)
- Experience using Microsoft Excel and other data management software.
- Previous internship or volunteer experience in a similar field is an asset, preferred.
- Demonstrated ability to work independently and as part of a team, preferred,
- Detail-oriented with strong organizational skills, preferred.

#### **HOW TO APPLY:**

Qualified candidates should submit a CV and cover letter before the deadline of **05:00 pm on Sep 20, 2024** to [country.laos.general@asiafoundation.org](mailto:country.laos.general@asiafoundation.org)

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