

## POSITION DESCRIPTION

<b>Position Title</b>	LASEP Program Officer
<b>Long-Term / Short-Term</b>	January – December 2025 (one year contract initially)
<b>Position Location</b>	Vientiane, Lao PDR
<b>Reports To</b>	LASEP Team Leader

### Program Background

Partnerships for Infrastructure (P4I) is the Australian Government's flagship infrastructure initiative for Southeast Asia. It partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN) to foster inclusive growth through sustainable economic infrastructure (i.e. transport, energy, telecommunications, and utilities).

Delivered through a single cohesive team, the initiative is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation, and Ninti One. The Program's Head Office is in Bangkok (the Hub).

P4I focuses on infrastructure prioritisation and planning, policy and regulation, and procurement and project preparation (P4I does not finance the delivery of infrastructure). All services aim to address gender equality, disability, and social inclusion, and disaster risk reduction and climate change issues. P4I can respond to rapid requests, but ultimately aims to develop longer-term infrastructure engagement. Further information about P4I is available at [www.partnershipsforinfrastructure.org](http://www.partnershipsforinfrastructure.org)

The Laos-Australia Sustainable Energy Partnership (LASEP) through its partner The Asia Foundation (TAF) is supporting the Government of Lao PDR (GoL) to enhance capacity for the management and regulation of the energy sector that can adapt over time, with an improved ability to plan, develop and negotiate energy projects and a greater evidence-informed policy and planning processes to support the energy transition, underpinned by a better understanding of all options for energy supply. LASEP addresses three challenges to support the GoL's energy priorities - strengthening energy stability, maintaining reliability, and improving the profitability of the energy sector. Given the central and foundational role the energy sector plays in Lao PDR's economy, it is anticipated that the Program will deliver broader benefits beyond this sector, e.g. more reliable, affordable and equitable energy supply can help attract investment in energy-intensive industries and address the GoL's fiscal and social inclusion challenges.

### Scope of Work

The position holder will:

- Provide administrative support to the Laos-Australia Sustainable Energy Partnership (LASEP), the in-country team as well as delivery partner activity teams.
- Assist the Team Leader, Program Officer, and P4I hub team to coordinate with government partners, other stakeholders, and consultants.
- Prepare for meetings, training, and workshops related to the project.
- Prepare activity budgets, requests for payment/advance/purchase, expense reports, and advance liquidations as needed.
- Collect and maintain data for monitoring and evaluation purposes from LASEP and government partner activities.
- Mentor and monitor partners, especially in the provinces, on data collection and reporting.
- Maintain project documentation files, both electronic and hard copy.
- Perform translation and interpretation from Lao into English and vice versa as needed.
- Other tasks as assigned.



## Desired Qualifications:

- Qualifications (Bachelor's degree at minimum) in a relevant discipline (e.g. energy, public policy, economics, public finance, development).
- Experience working with an international NGO or similar organization on projects related to renewable energy, policy development, economic development, national or subnational governance, or training and capacity building in Lao PDR.
- Fluency in Lao language with strong written and verbal communication skills in English.
- Excellent communication and interpersonal skills
- Proven ability to effectively navigate and coordinate within a complex organization and engage with a diverse range of external stakeholders, including government officials.
- Excellent organization, project management skills, and experience in working with the GoL.

## How to Apply

Qualified candidates are required to submit a CV and cover letter (one page max) before the deadline of 5:00 pm on 08<sup>th</sup> November 2024 to [recruitment@partnershipsforinfrastructure.org](mailto:recruitment@partnershipsforinfrastructure.org). Partnerships for Infrastructure (P4I) is an equal opportunity employer, with personal and professional development opportunities provided to all staff. P4I adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.

Due to the high volume of applications for this positions, only short-listed applicants will be contacted.