

 VILLAGE FOCUS INTERNATIONAL

# VACANCY FOR LAO NATIONAL:

**IT/data base officer**

Village Focus International (VFI) is an INGO working in the Lao PDR since 2001. We are looking to fill the position of IT/data base officer is responsible for implementation of the communication and database system of the Protection and Empowerment of Women and Children. This position will be based in Vientiane Capital.

**The position will be responsible for:**

* Design and implement an ongoing database system for the PEWC program, including assistance to support the IT and communications, including the VFI website, Facebook site, any other social media etc
* Management of the PEWC database system, to monitor services to all beneficiaries.
* Manage IT system.
* Responsible for the PEWC database system, to monitor services to all PEWC beneficiaries;
* Report to PEWC Program Coordinator
* Perform other related tasks as required

**QUALIFICATIONS:**

* ABA or relevant degree in the field of IT or communications or a related area of study;
* Ability to represent the PEWC program and projects to government, NGOs and other stakeholders;
* Extensive experience in communications and mass media;
* A minimum of 5 years of experience in the field of communications;
* Advanced IT and computer skills, including Photoshop or InDesign or Corel Draw, etc.
* Fluency in both Lao language and English language

**Please send your written application together with CV, copies of certificates and references**

**Dateline is May 25 2025** to Kongseng SIRIVATH @ kongseng@villagefocus.org Tel / fax: 021 312519

 or send to: VFILAO Box 4697 Vientiane, Lao PDR