



## JOB DESCRIPTION

<b>Job Title</b>	Project Assistant
<b>Responsible to</b>	PLURAL Project Manager
<b>Responsible for</b>	No direct line management responsibilities
<b>Key internal relationships</b>	Country Representative (CR) M&E and Communications Officer Finance Officer Operations Officer
<b>Location</b>	Vientiane with occasional travels to provinces, Laos
<b>Contract</b>	Full-time, 1 year with possibility to extend
<b>Start Date</b>	August 2025
<b>Salary range</b>	Based on experience and qualifications

### Job Context

Cord is an international Non-Governmental Organisation (iNGO) with administrative headquarters in the United Kingdom and an operational staff team in Laos. Cord has 50 years of experience in humanitarian and development work with communities worldwide affected by conflicts. We believe that people can only flourish where strong relationships exist between governments, civil Society and the private sector, creating a space for dialogue, dispute resolution and confidence building. This leads to more inclusive development, better governance and people's rights being represented. Cord is looking for people who are passionate about seeing positive change in our world and want to join a small and committed team.

Cord has a presence in Laos since 2011. Cord Laos is a small multi-disciplinary team of technical experts that deliver initiatives to develop the capacity of communities, civil society and government. Cord works in partnership with a range of stakeholders and has a multi-donor multi-partner programme.

The PLURAL Project aims to strengthen enhance the implementation of Decree 315, promoting tolerance and understanding of religious diversity, and documenting lessons learned to support replication and policy development.

### Job Purpose

The Project Assistant will play a key role in supporting the Project Manager in the effective delivery of project activities. This includes coordinating logistics, maintaining documentation, liaising with stakeholders, and ensuring smooth communication between government officials, civil society organizations, and project partners.

### Areas of Responsibility

- Support the Project Manager in planning, implementing, and monitoring project activities aligned with the PLURAL project objectives.
- Monitor deadlines and follow up with internal and partner team members as needed
- Assist in organizing training sessions, workshops, and meetings with government officials and civil society representatives.

- Maintain accurate and up-to-date project documentation, including activity reports, attendance records, and meeting minutes.
- Ensure adherence to project management standards and procedures
- Coordinate communication and follow-up with stakeholders at national and local levels.
- Support the collection and organization of data for action research and project evaluation.
- Assist in documenting project outcomes, success stories, and lessons learned for reporting and dissemination.
- Help track project expenditures and support budget monitoring in collaboration with the finance team.
- Ensure compliance with donor and organizational policies and procedures.

### **Experience & Knowledge**

- Bachelor's degree in Social Sciences, Development Studies, or a related field.
- At least 1–2 years of experience in a project support or administrative role, preferably in the development or civil society sector.
- Understanding of human rights, religious freedom, or governance issues in Laos.
- Experience working with government agencies or civil society organizations.
- Ability to work independently and as part of a multicultural team.

### **Skills & Abilities**

- Strong organizational and coordination skills with attention to detail.
- Good interpersonal and communication skills, with the ability to work with diverse stakeholders.
- Proficiency in Microsoft Office and familiarity with project management tools.
- Fluency in Lao and working knowledge of English is preferred.

### **Attitudes & Values**

- Commitment to Cord's value and ethos.
- Commitment to team work.
- Positive, able and willing to provide support to partners.
- Willingness to support an active vibrant and engaged civil society.
- Willingness to travel occasionally within provinces in Laos.
- Sensitivity to issues affecting social and economic inclusion/exclusion (gender, ethnicity, HIV status, LGBTI, disability).
- Demonstrated commitment to peace and a vibrant civil society.
- Patience and persistence to develop relationships with a range of stakeholders.
- Commitment to reflection and personal/ professional learning.
- Excellent communication and interpersonal skills.
- Self-directed and proactive in seeking out opportunities.
- Flexible and adaptable.
- High standards of professionalism.
- Honesty, humility and integrity.

To apply: Submit your CV and cover letter to [laosoffice@cord.org.uk](mailto:laosoffice@cord.org.uk) by 08/08/2025. This position is open to Lao Nationals Only.