**JOB DESCRIPTION**

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| **Job title** | Administrator & Driver | **Office** | **Vientiane, Laos** |
| **Type of employment** | One year renewal | **Department** | Programs & Finance |
| **Reports to** | **Finance, Admin and HR Manager** | **Functional reports to** | **Program Quality and Development Manager (PQD)** |
| **Career Band** | Professional staff | **Grade** | Short term contract |
| **Background** | For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean/Haiti, South Asia, Southeast Asia and Europe. We run 91 projects in 20 countries, including France, for over 1.5 million people. AE Laos, which started its program in 2006, has been implementing several education projects.  **Our Vision:** Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide. | | |
| **Position Overview** | The Administrator & Driver will be working closely with Finance and Program with partially assist in administration support, based in Vientiane Office with frequency travel to project target areas. This position reports directly to Finance ,Admin and HR Manager. | | |
| **Core Accountabilities** | | | |
| **Principle duties and responsibilities**  **Administrative Duties:**   * Maintain and organize office files, records, and documents (physical and digital). * Assist with scheduling appointments, meetings, and travel arrangements. * Manage office supplies and place orders as needed. * Serve as a contact point for internal and external communication. * Assist in maintaining compliance with company policies and procedures.   **Driving Duties:**   * Drive and well-maintained of AEA vehicles, ensuring safe and effective facilitation for AEA Laos team and others passengers with proper recording of logbooks.   + Ensure vehicle(s) are regularly cleaned, fueled, and well-maintained.   + Keep accurate vehicle logs and report any issues immediately.   + Assist with delivery and pickup of official documents, parcels, and materials.   + Adhere to all traffic laws and organizational transport policies.   + Assist other miscellaneous tasks as per requested by supervisor   **Team Contribution**   * Constructively contributes and collaborates with all colleagues to achieve the organizational goals; * Delivers high quality work that provides a conducive environment to our operating environment; * Provide financial management and operational advice and support to the CDs and the team, including participate monthly staff meetings, etc. * Complies with all legislations and the organization’s policies and procedures.   **Values and Behavior**   * Promotes organizational culture, growth, performance and image and is a role model with regards to this. * Actively supports the organization’s commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO) * Actively demonstrates the organizational values: * Freedom: We respect people’s rights * Respect: We value differences * Solidarity: We are stronger together * Equity : We treat people equally * Integrity: We stand up what is right | | | |
| **Criteria** | | | |
| **Qualification** | • Complete secondary school or above   * High school diploma or equivalent (additional training in administration is a plus).   • Valid driver’s license with a clean driving record. | | |
| **Experiences and Skills** | • Proven experience in both administrative roles and professional driving.  • Basic computer skills (MS Office: Word, Excel, Outlook).  • Good written and verbal communication skills.  • Ability to multitask and prioritize effectively.  • Strong organizational skills and attention to detail.  • Physically fit and able to lift light to medium-weight items. | | |
| **Core Competencies** | **Possess intermediate level in following core competency:**   * **Working with People**: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. * Drive **for Results**: Sets high standards for quality of work in the project work plan; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. * **Child** Projection**:** Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy. | | |
| **Others** | * An energetic self-starter with resilience, able to perform in a fast-paced environment, with excellent interpersonal skills.   **Application Process**  Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications **to chindavanh.vongvilay@action-education.org**. Please indicate "Education Project Coordinator Application" in the subject line. Only shortlisted candidates will be contacted for interviews.  ***Deadline for Application: 16 Jul 2025***  Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration. | | |

Acknowledged by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_