



The Asia Foundation's **Lao PDR Office in Vientiane** is seeking to recruit a qualified and motivated **Lao national** for the position of **Governance Program Senior Officer**.

This individual will support the Foundation to implement an ongoing program supporting the National Assembly (NA) and Provincial People's Assemblies (PPAs) on evidence-based policymaking and strengthening their oversight role. The position is full-time and will be based in Vientiane Capital with occasional travel to other provinces.

Program Background

Lao PDR is entering a period of significant political and institutional transition. In March 2025, the country adopted a major constitutional amendment that fundamentally reshaped its sub-governance structure. At the same time, the 10th legislature will begin its five-year term in early 2026.

At this time, The Asia Foundation will provide support to strengthen the research, oversight, and legislative functions of the NA and PPAs, with particular emphasis on their role in lawmaking and oversight of the implementation of the National Socio-Economic Development Plan (NSEDPP).

Duties and Responsibilities

- Liaise regularly and productively with the NA, its Committees, the Institute of Legislative Studies (ILS), PPAs, and other stakeholders to achieve project objectives.
- Provide technical assistance to stakeholders and partners on citizen engagement and research capacity development and implementation, with a focus on evidence-based policymaking.
- Provide legal analysis on new and amended laws, and overall law-making process.
- Manage the work of project sub-recipients, such as consultants, vendors, and travel grantees, including ensuring timely completion of deliverables.
- Responsible for all aspects of project management, including workplan development and implementation, and project and budget monitoring and reporting.
- Ensure monitoring, evaluation, and learning, including data collection and analysis and adjustment of project strategy/theories of change as needed in consultation with stakeholders.
- Build and manage relationships with partners, implementers, and donors working on national and sub-national governance and legislative development in Lao PDR.
- Develop and maintain partnerships, including Memoranda of Understanding.
- Other duties as assigned. The Senior Program Officer will have the opportunity to support diverse projects with a variety of local partners, based on interest and availability.

Qualifications

- Minimum of a bachelor's degree in relevant field, such as Law or Public Administration. A master's degree is preferred.
- Minimum seven years of relevant professional experience implementing activities related to any of the following: parliamentary strengthening, local governance,

research, law, capacity development, policy development, and citizen engagement in governance.

- A thorough understanding of the Lao national and subnational government system, including policy development processes.
- Competence and practical experience in basic training and research approaches.
- Excellent Lao and English (spoken/written).
- Demonstrated ability to operate effectively in a fluid environment with creativity, flexibility, and perseverance.
- Experience working effectively with a broad range of counterparts including parliamentarians, ministries, non-governmental institutions, and international donors and implementers.
- Comfort and experience in managing project budgets, including handling cash allowances.
- Excellent communication skills; advanced spoken and written English language skills.
- Experience managing grantees and consultants a plus.

HOW TO APPLY:

Qualified candidates should submit a CV and cover letter before the deadline on **September 29, 2025**, to country.laos.peopleandculture@asiafoundation.org Unfortunately, due to high application volume, only short-listed applicants will be contacted.

The Asia Foundation is an equal opportunity employer, with personal and professional development opportunities provided to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.