



The Asia Foundation

The Asia Foundation's **Lao PDR Office** seeks a qualified and motivated **Lao national** for the position of ***Capacity Development Program Assistant***. This position is full-time and will be based in the Vientiane Capital.

BACKGROUND

The Asia Foundation (TAF) is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by decades of experience and deep local expertise, our work across the region is focused on governance, women's empowerment and gender equality, inclusive economic growth, environment and climate action, and regional and international relations.

MAIN DUTIES AND RESPONSIBILITIES

The Capacity Development Program Assistant will work specifically on The Asia Foundation's "*Lao Diaspora Investment & Skills Mobilization Project*". This Project aims to explore how Lao communities abroad can contribute to the Lao's economic growth through research, surveys, and pilot matching activities between diaspora professionals and Lao small and medium enterprises (SMEs) and startups in Lao PDR. The Project will identify practical models for investment, mentorship, and skills transfer. The findings will inform policy recommendations and promote inclusive economic development by strengthening the link between Lao PDR and its global diaspora community.

- Provide administrative and logistical support for all project activities, meetings, and research fieldwork.
- Assist with scheduling interviews, workshops, and consultations with SMEs, diaspora networks, and government partners.
- Support data collection, survey coordination, and documentation of interview notes.
- Maintain records, meeting minutes, and participant databases.
- Support translation, editing, and formatting of reports and communication materials in Lao and English.
- Assist in the organization of dissemination events, webinars, and stakeholder briefings.
- Process procurement requests, travel arrangements, and payments in coordination with the Finance & Operations team.
- Ensure proper filing of project documentation on SharePoint and adherence to TAF compliance procedures.
- Provide administrative assistance to consultants and technical experts during missions or virtual engagements.

QUALIFICATIONS:

- Bachelor's degree in business administration, development, or related field.
- At least 2 years of experience in administrative or program support roles within INGOs or development projects.

- Strong attention to detail and ability to handle multiple tasks under tight deadlines.
- Good interpersonal skills and willingness to learn new research and coordination tools.
- Proficiency in MS Office and good command of English and Lao.

HOW TO APPLY:

Qualified candidates should submit a CV and cover letter before the deadline on **November 07, 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.