



The Asia Foundation's **Lao PDR Office in Vientiane** is seeking to recruit a qualified and motivated **Lao national** for the position of **Monitoring, Evaluation and Learning Specialist - Governance**.

This individual will support the Foundation to implement ongoing governance programming, including evidence-based policymaking project with the National Assembly of Lao PDR. The position is full-time and will be based in Vientiane Capital with occasional travel to other provinces.

### **Duties and Responsibilities**

- Lead and coordinate internal and external Monitoring, Evaluation, and Learning (MEL) processes, including tracking progress against indicators, maintaining accurate project data, ensuring data quality, and supporting internal learning and adaptive management with The Asia Foundation in Laos, including evidence-based policy making project with the National Assembly;
- Support with donor and government reporting requirements, including preparing high-quality narrative and MEL reports, contributing to compliance documentation, and coordinating timely submission of required reports and evidence to external stakeholders;
- Liaise regularly and productively with the National Assembly, its Committees, the Institute of Legislative Studies, People's Provincial Assemblies, civil society groups, and other stakeholders, to achieve the project objectives;
- Provide technical assistance to stakeholders and partners on citizen engagement and research capacity development and implementation, specifically research for evidence-based policymaking;
- Provide and/or facilitate training to the National Assembly, Institute of Legislative Studies, and People's Provincial Assemblies; work with partners to organize research missions and international exposure and learning activities;
- Manage and support the work of project sub-recipients, such as individual consultants, vendors, and travel grantees, including coordinating travel arrangements and disbursement of allowances and ensuring timely completion of deliverables;
- Support the Senior Program Officer on all aspects of project management, including workplan development and implementation, and project monitoring and reporting; contribute to written reports to the donor;
- Ensure monitoring, evaluation, and learning, including data collection and analysis and adjustment of program strategy/theories of change, working with the Program Director, and project sub-recipients/key partners;
- Build and manage relationships with partners, implementers, and donors working on national and sub-national governance and legislative development in Laos;
- Develop and maintain partnerships, including Memoranda of Understanding (MOUs), with relevant Government of Laos agencies;
- Other duties as assigned.

## **Qualifications and Skills**

- Bachelor's degree in a relevant field required. Master's degree preferred.
- Minimum three years of relevant professional experience implementing activities related to any of the following: parliamentary strengthening, local governance, research, 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
- Demonstrated capabilities in capacity development and research, and experience in working effectively with a broad range of counterparts including parliamentarians, mass organizations, non-governmental institutions, and international donors and implementers involved in governance activities

## **HOW TO APPLY:**

Qualified candidates should submit a CV and cover letter with three references on or before **Sunday, April 5, 2026**, to [country.laos.peopleandculture@asiafoundation.org](mailto:country.laos.peopleandculture@asiafoundation.org).

Unfortunately, due to high application volume, only short-listed applicants will be contacted. The successful candidate will be requested to obtain a Criminal Record Certificate as part of the recruitment process.

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 exploitation, abuse and harassment.