

PROCUREMENT & FACILITY OFFICER

“Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity”

Humanity and Inclusion (HI) has been active in Lao P.D.R. since 1996. The organization's vision is of a Lao society where all adults and children live as equal individuals in a safe environment. Human Resources demands is increasing to support both humanitarian and development projects as well as the implementation of Stratop and the integration with South East Asia Program,

The South East Asia Program includes operations in Cambodia, Laos, Vietnam, Philippines, Myanmar and Thailand. The Regional Program Office is based in different countries of the program, but mainly in Vientiane. The first Regional Operational Strategy will be conceived in 2024-2025 for the next 5 years (2025-2030). HI is engaged in an employment policy in favour of disabled workers. For further information about the association: www.hi.org. HI is currently seeking a qualified and motivated person to work in the

position of **PROCUREMENT & FACILITY OFFICER**.

Position type: Full Time

Type of contract: Fixed duration contract (with renewable)

Base location: Vientiane Capital

Handicap International (HI), under the operation name Humanity & Inclusion (HI). There are 4 projects are currently being implemented in different provinces;

1. **AC6 CBID Phase II:** to promote community-based inclusive development for people with disabilities and other vulnerable groups in Laos, 2. **BETTER (Kadoorie):** improve quality of life of people with disabilities and families through personalized livelihood supports, 3. **MAE LUX REACH:** To transform role of mine action activities by promote integrated approach in Laos PDR, 4. **MAELUX Underwater:** land release to increase the access to safe land for agriculture of community and introduce the concept of underwater survey. The Procurement & Facility Officer will report directly Logistics Manager.

The **PROCUREMENT & FACILITY OFFICER'S** responsibilities:

- Ensures the efficient management of procurement and general services
- Ensures the optimal management of equipment,
- Implements the strategy, including the scheduling of repairs and maintenance to ensure that all equipment is in excellent working order.
- He or she is a key player in the rollout and implementation of HI's logistics standards, which consists in reworking the positioning of logistics at HI and affirming the professional development principle.
- Contributing to logistics strategy review, developing and contextualizing adapted logistics procedures, internal control in area of responsibility and reporting
- Implement HI's standard and accountability within area of responsibility and main contributor to audits
- Operational implementation of logistics such as planning, procurement, equipment/asset management and general premise and facility management
- Emergency preparedness and response
- Other duties as requested by manager

Minimum requirements:

- Bachelor's degree in Economics& Business Administration, Procurement, Supply chain or a related field; or an equivalent professional qualification;
- Minimum of 4 years of relevant experience in procurement, supply chain and office/facility administration, preferably with an International Non-Government Organization (INGO);
- Strong procurement skills, including contracting, market analysis, and supplier management.
- Good knowledge and practical use of MS Office applications (Word, Excel, Outlook, PowerPoint);

- Excellent interpersonal and communication skills.
- Strong organizational abilities and capacity to manage multiple tasks.
- Ability to work both independently and as part of a team.
- High attention to detail and accuracy.

The full Job Description and function description is up on the request

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct, Child Protection Policy, Policy on Prevention from Sexual Exploitation, Abuse and Anti-fraud, bribery, and corruption Policy.

HI offers: approximate Gross salary **LAK 16,600,000 - LAK 18,200,000 based on experiences** + benefits (13th month, insurances, etc.).

Applicants should email a letter of interest (no more than one page) and CV (contact details of 3 references) to email: office-recruitment@laos.hi.org by **16th Feb 2026**; **please state clearly in the Email subject the position being applied for**. Only the shortlisted candidates will be contacted. Humanity and Inclusion: PO Box: 2496, 51/1 Hongkae Road, Ban Sisangvone, Vientiane Tel: (021) 412 110

. All the candidates are informed that, all along the recruitment process:

Humanity and Inclusion cannot ask the candidates for any money or incentive to select them.

Humanity and Inclusion cannot accept any money or incentive from the candidates to select them.

In case the candidates are called for money by any one or you know that this recruitment is not transparent, please call to the hotline 1604