



Consultancy Scope of Work (SoW)

Title: Administrative Officer (Consultant)

Project: EpiC Laos

Location: Vientiane, Lao PDR

Reports to: Project Director, EpiC Laos

1. Background

FHI 360 is a nonprofit organization that works to improve health, education, and economic opportunity so people can live healthy lives. The EpiC project supports HIV programs, strengthens global health security, improves maternal and child health, addresses malaria, and helps build strong health systems.

In Laos, FHI 360 has supported the Ministry of Health for many years, including HIV programming through the LINKAGES and EpiC projects. In 2026, EpiC Laos will continue to strengthen outbreak detection, expand field epidemiology training, improve laboratory and surveillance systems, enhance biosafety and biosecurity, and support coordinated response to public health threats.

2. Purpose of Consultancy

The Administration Officer will support the EpiC Laos Global Health Security team with day-to-day administrative and logistical tasks. The role helps organize meetings, trainings, travel, procurement, and office operations. This position ensures that the GHS technical team can carry out activities smoothly and on schedule. The Administration Officer also provides direct administrative support to the Project Director and senior staff.

3. Scope of Work and Tasks

The consultant will complete the following tasks:

Administrative Support

- Support daily office operations for the GHS team.
- Maintain files, documents, schedules, and basic records.
- Prepare simple reports, letters, and meeting materials.
- Manage printing, scanning, and distribution of documents.

- Support planning and logistics for meetings, workshops, and trainings.

Travel and Logistics

- Arrange travel and prepare related documents.
- Support travel authorizations, expense forms, and trip reports.
- Assist with logistics for field visits and coordination with provincial partners.

Procurement and Office Support

- Review procurement requests for completeness.
- Request quotations and prepare basic procurement forms.
- Support purchase orders and follow-up with vendors.
- Maintain inventories of office supplies and equipment.

Reception and Coordination

- Serve as a point of contact for visitors, partners, and staff.
- Answer routine questions and direct inquiries to the correct staff member.
- Support meeting scheduling and help resolve simple calendar conflicts.

Support to Project Director and Senior Staff

- Assist with scheduling, organizing, and preparing materials for meetings and events.
- Handle routine correspondence and maintain confidentiality.
- Provide simple administrative support as requested.

Other Duties

- Assist with internal updates, formatting documents, simple presentations, and data entry.
- Respond to general requests for administrative assistance.
- Perform other duties as assigned.

4. Required Qualifications

- Associate degree in business administration or related field.
- Bachelor's degree preferred.
- At least six years of administrative experience, including at least three years supporting a health project.

- Experience with United States Government supported programs is desirable.
- Familiarity with the Laos public health sector or nongovernmental organizations is an advantage.
- Proficiency in Microsoft Office applications.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- English proficiency is preferred.

Please submit your CV and Cover letter in English to e-mail: ProcurementLaos@fhi360.org

Deadline for applications: 18 March 2026. Only short-listed candidates will be contacted.