



Job Announcement (Lao Nation)

Good Neighbors is an international humanitarian and development NGO founded in Korea in 1991. It was generated General Consultative Status from the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission by providing people around the world with a better quality of life.

To make the world a place without hunger, where people live together in harmony, we work in 46 countries with our focus on community development to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to North Korea but conduct emergency relief activities throughout the globe in need of a helping hand.

Mission: Good Neighbors exists to make the world a place without hunger, where people live together in harmony.

Good Neighbors respects the human rights of our neighbors suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Position Title: Administration and Procurement Officer (Lao Nationality)

The Administration and Procurement Officer is responsible for managing procurement activities, office administration, logistics, inventory, and asset management to ensure efficient and compliant operations. The position supports program implementation by ensuring timely procurement of goods and services and effective administrative support in accordance with organizational policies and procedures.

Responsibilities:

1. Procurement Responsibilities

- Develop and implement procurement plans based on approved project and operational budgets.
- Receive and review purchase requests from departments and ensure completeness of supporting documents.
- Obtain quotations from suppliers and conduct price and quality comparisons.
- Prepare procurement documents, including Request for Quotations (RFQs), bid comparison sheets, purchase orders, and contracts.
- Coordinate with vendors and suppliers to ensure timely delivery of goods and services.
- Monitor procurement timelines and follow up on pending orders.
- Maintain an updated supplier database and establish good relationships with vendors.
- Ensure procurement processes comply with organizational policies, donor regulations, and local laws.
- Verify delivered goods and services against purchase orders and specifications.
- Maintain complete procurement files and supporting documents for audit and compliance purposes.
- Assist in contract administration and vendor performance monitoring.
- Ensure value for money, transparency, and accountability throughout the procurement process.

2. Administration Responsibilities

- Manage day-to-day office administration and operations.
- Maintain office filing systems and administrative records.
- Ensure adequate stock of office supplies and consumables.
- Coordinate office maintenance, repairs, utilities, and service contracts.
- Support the organization of meetings, workshops, training sessions, and events.
- Prepare meeting logistics, including venue arrangements, materials, refreshments, and participant coordination.
- Manage incoming and outgoing correspondence and official documents.
- Support staff travel arrangements, including transportation, accommodation, and travel documentation.

3. Asset, Inventory, and Logistics Management

- Maintain and regularly update the asset register and inventory records.
- Conduct periodic physical verification of assets and inventory.
- Ensure all organizational assets are properly tagged and safeguarded.
- Monitor asset movement, maintenance, and disposal processes.
- Coordinate transportation and logistics support for project activities and field visits.
- Maintain vehicle records, fuel consumption records, and maintenance schedules.

4. Compliance and Reporting

- Ensure compliance with organizational policies, procedures, and donor requirements.
- Support internal and external audits by providing relevant documentation.
- Prepare monthly procurement, administration, and inventory reports.
- Identify operational risks and recommend corrective actions.
- Maintain confidentiality and ensure proper record management.

Qualifications and Experience

- A Diploma in Business Administration, Procurement, Supply Chain Management, Management, Logistics, Finance, or a related field with a minimum of five (5) years of relevant professional experience, or a Bachelor's Degree in a related field with a minimum of three (3) years of relevant professional experience
- Experience with NGOs, development projects, or donor-funded programs is an advantage.
- Good knowledge of procurement procedures and administrative management.
- Proficiency in Microsoft Office applications, especially Word and Excel.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and meet deadlines.
- Good command of Lao and English, both written and spoken.

Skills and Competencies

- Procurement requests processed accurately and on time.
- Complete and organized procurement and administrative documentation.
- Updated asset and inventory records.
- Timely procurement, administration, and logistics reports.
- Compliance with organizational and donor requirements.



Application Information

All interested candidates are required to submit their Cover Letter, Educational Certificates and CV via email info@gnlaos.org, CC: Chindavone@goodneighbors.org, laos@goodneighbors.org or post by delivery to Good Neighbor office in Vientiane: Ban Sisangvone, Saysettha Dist. Vientiane Lao PDR Tel & Fax: 021 415 711. Salary 8,000,000Lak /month Please include three references. Only short-listed candidates will be contacted for interview. **The deadline for application 12th August 2026.**

Organizations Name	Good Neighbors Laos
Type of Organization	INGO
Type of Position	Full-time
National/International Position	National only
Duration	Until Dec 31, 2026 (Extension can be considered after performance evaluation).
Deadline	12th August 2026
Province	Vientiane Capital
Contact Name	Ms. Chindavone Philakone
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Contact Email	info@gnlaos.org , CC: Chindavone@goodneighbors.org , laos@goodneighbors.org
Additional Information	
Attachment	
Last Edited	