



The Asia Foundation

The Asia Foundation's **Lao PDR Office** seeks a qualified and motivated **Lao national** for the position of ***Driver and Admin Assistant (Full-time Consultant)***. This position is full-time and will be based in the Vientiane Capital with occasional travel to provinces.

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.

I. Main Duties and Responsibilities

Coordination and Administration

- Drive and transport TAF staff, partners, and other parties as required and in a safe manner
- Understand TAF policies and procedures in relation to vehicle use and administrative operations.
- Drive TAF vehicle within program areas and other destinations as required
- Support and prepare team travel plans as needed
- Assist staff with carrying and transporting office supplies, materials, and equipment as needed.
- Assist the Administration team in delivering official letters and documents to government offices and other relevant agencies.
- Support general administrative tasks, including office maintenance activities such as minor repairs, relocate office equipment and inventory, and replacing drinking water supplies, assist on garden, etc.
- Monitor the office premises, including opening and closing the front gate when in the office.
- Provide support to the Receptionist during absences, leave periods, or as assigned when in the office.

Technical support

- Ensure that TAF vehicle is well-maintained and regularly repaired by suppliers of high technical standards as per the vehicle use manual.
- Record the maintenance and repairs and ensure the vehicle is being efficiently used within the time schedule.
- Regularly check the battery, tires, lighting, and system to ensure they are in good condition at all times.
- Regularly check TAF vehicle and ensure the battery is fully charged before long-distance travel as well as the weekend.
- Ensure the seatbelts are in good condition, and the passenger fasten their seatbelts at all times when travelling.
- Maintain the vehicle logbook accurately, including traveling time, battery consumption, and other concerns related to TAF vehicle, and to report to the supervisor monthly.
- Ensure that TAF vehicle is equipped with basic repair tools and accessories while traveling.
- Ensure that first aid kits and fire extinguishers are always installed and in good condition.
- Ensure that TAF vehicle is securely locked and kept in a safe manner at the office.
- Report to the Operations Officer if an incident arises.

Relationship Building and Representation

- Maintain positive and professional working relationships with project teams, partners, suppliers, government authorities, and other stakeholders.
- Represent TAF professionally and courteously in all interactions while performing assigned duties.

II. Qualifications and Experience

Basic administration literacy

- Working knowledge of the Lao and English language.
- Valid Type A and Type B driving licenses.
- Experience driving to provinces in Laos for at least 5 years.
- Experience with EV cars is an added advantage.
- Strong teamwork, ethical conduct, and excellent interpersonal skills.
- Mature, dynamic, hardworking, well-organized, and systematic.
- Flexible and willing to support the overall goals and objectives of The Asia Foundation.
- Previous driving experience with businesses, NGOs, INGOs, or international organizations.
- High school diploma or higher educational qualification.

HOW TO APPLY:

Qualified candidates should submit a CV and cover letter before the deadline on **September 07, 2026**, to country.laos.peopleandculture@asiafoundation.org or TAF office. 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.