



Assistant to Director/ Project Coordinator Recruitment

Action with Lao Children (ALC/ Deknoy lao)

Action with Lao Children (ALC/ Deknoy Lao) is a Japanese non-profit organization dedicated to improving the educational environment of children in Laos through reading promotion over 37 years. We are recruiting a new employee of Vientiane Office to work together with us. The details are as follows:

Major Responsibilities:

1. To support the director to facilitate management and communication within the organization.

- Supporting to make the monthly report of ALC Vientiane Office
- Facilitating smooth communication between Tokyo Office and Vientiane Office for mutual understanding, and
- Supporting to ensure the organization's policies and plans are followed in Vientiane Office.

2. To implement and support projects to make progress based on the plan.

- Drafting MoU documents (agreement with Ministry, local authorities and contractors),
- Producing the progress reports to submit to Ministry and local authorities, and
- Coordinating between ALC and counterparts, stakeholders for the meetings and trainings.

Qualifications:

- Strong interest in the activities for Reading Promotion which the ALC focuses on,
- Suitable abilities to carry out projects and plans (Working experiences in project management and coordinate is preferable),
- Ability to write appropriate documents and reports promptly
- Fluency in English and Lao (Speaking and Writing) with good translation and interpreter skills, and
- Good communication skills to share information and built positive relationships inside and outside of the organization.

Condition:

Office location: Vientiane capital

Position: Assistant to Director & Project Coordinator

Type of employment: Full-time

Salary: Negotiable according to experiences and abilities

Business trip: About once or twice a month to local area (included staying overnight)

Application:

Please submit the following application letter (1, 2) in **both English and Lao language** to

Email: deknoylao-vte@mbr.nifty.com **by 18th December 2019.**

1. CV included the following * Please make A4 size file less than 2 pages using Microsoft Excel

- 1) Full Name
- 2) Portrait Photo (Please past photo image on the CV file)
- 3) Birth Date
- 4) Resides
- 5) Email Address
- 6) Mobile Phone Number
- 7) Nationality
- 8) Languages (Choose each level– Native/Fluent/Intermediate) ex. Lao (Native) English (Fluent)
- 9) Education
- 10) Work Experience
- 11) Qualifications, Technical Skills (Please fill in, if you have car driver's license)

2. Essay included the following topics * Please make A4 size file in 1 page using Microsoft Word

- 1) What kind of support do the current Lao children need?
- 2) Self – appealing such as handled works, your ambitious after joining the ALC

Contact and Inquiry:

Action with Lao Children (ALC/Deknoy Lao)

Email: deknoylao-vte@mbr.nifty.com

TEL: 02022400583 Souraphy VIRAVONG (Lao),

0305435824 Junko WATANABE (English)

* For more information about our organization please refer to our website

[http://deknoylao.net/image/ALC_leaflet_lao%20update%20feb2019%20\(2\).pdf](http://deknoylao.net/image/ALC_leaflet_lao%20update%20feb2019%20(2).pdf)

http://deknoylao.net/image/ALC_leaflet%20_english_%20update%20feb2019.pdf