



Lao people's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Industry and Commerce
Department of MSME Promotion

No. 0720...../DOSMEP
Vientiane, Date: 04..December 2025

REQUEST FOR EXPRESSIONS OF INTEREST
Sustainable Agrifood Systems Sector Project (SASSP)

Recruitment Announcement – Multiple Project Staff Positions

Ministry of Industry and Commerce (MOIC), Department of MSME Promotion (DOSMEP)
The Government of the Lao PDR, with financing from the Asian Development Bank (ADB) and co-financiers, is implementing the Sustainable Agrifood Systems Sector Project. The Project aims to strengthen food security, agricultural value chains, and climate-resilient agrifood systems nationwide. DOSMEP is now inviting qualified Lao nationals to apply for the following positions within the central Project Management Unit (PMU) in Vientiane Capital, Lao PDR.

All positions are full-time (unless stated otherwise), non-civil servant project staff, with contracts reviewed annually based on performance and project needs.

1. PMU Manager (Full-time | 01 Jan 2026 – 31 Dec 2030)

Role Summary:

Provide overall leadership and direction for PMU operations, ensuring effective implementation, compliance with ADB procedures, and achievement of project outputs.

Key Responsibilities:

- Lead day-to-day PMU operations and supervise PMU staff.
- Oversee planning, budgeting, procurement, financial management, safeguards, M&E, and reporting.
- Coordinate AWPB preparation and ensure timely submissions to ADB.
- Facilitate Steering Committee meetings and stakeholder engagement across ministries and provinces.
- Manage risks, implementation issues, and consultant performance.

Qualifications:

Bachelor's degree (Master's preferred); 10+ years of experience with at least 3 years in project management; experience with ADB/WB desirable; strong leadership and communication skills; proficiency in Lao/English.

2. Civil Engineer (Full-time | 01 Jan 2026 – 31 Dec 2030)

Role Summary:

Provide technical oversight for civil works design, supervision, and quality assurance under the Project.

Key Responsibilities:

- Review engineering designs, BOQs, drawings, and specifications.
- Support feasibility studies and ensure climate-resilient, safeguard-compliant designs.
- Monitor construction progress and quality; verify technical compliance.
- Support procurement of works packages and review contractor claims.

Qualifications:

Bachelor's degree in Civil Engineering (Master's preferred); 8+ years of relevant experience; experience with donor-funded projects desirable; English/Lao proficiency; engineering software skills required.

3. Environment & Social Management System (ESMS) Officer (Full-time | Feb 2026 – 31 Dec 2030)**Role Summary:**

Ensure environmental and social safeguard compliance throughout project implementation.

Key Responsibilities:

- Implement EARF, EMPs, DDRs, EMDPs; monitor safeguard compliance.
- Screen subprojects for environmental and social eligibility.
- Manage the GRM system and maintain safeguard records.
- Prepare inputs for safeguard reports and conduct field monitoring.

Qualifications:

Bachelor's in Environmental/Social Science or related; 7+ years' experience with 3+ in safeguards; knowledge of ADB safeguard policy; proficiency in English/Lao.

4. Finance Manager (Full-time | Jan 2026 – 31 Dec 2030)**Role Summary:**

Lead financial planning, budgeting, accounting, and reporting for the Project in compliance with ADB and government procedures.

Key Responsibilities:

- Oversee financial systems, budgets, forecasts, and audits.
- Ensure accurate, timely financial reporting and compliance.
- Provide financial advice to PMU leadership and liaise with auditors and ADB.

Qualifications:

Bachelor's in Accounting/Finance (Master's/CPA preferred); 10+ years' experience with 5+ in donor-funded projects; strong financial management skills; English/Lao fluency.

5. Procurement Officer

(Part-time | 4 months per year | Mar 2026 – 31 Dec 2030)

Role Summary:

Manage procurement of goods, works, and consulting services under ADB regulations.

Key Responsibilities:

- Prepare and update Procurement Plans.
- Draft bidding documents, RFPs, contracts.
- Support bid evaluation and maintain procurement records.

Qualifications:

Bachelor's in procurement/business/engineering; 7+ years' experience with 3+ in donor-funded procurement; strong knowledge of ADB procedures; English/Lao proficiency.

6. Project Coordinator / Administrative Officer (Full-time | 01 Jan 2026 – 31 Dec 2030)**Role Summary:**

Support PMU operations, reporting, coordination with stakeholders, and manage administrative/logistical functions.

Key Responsibilities:

- Coordinate with PCUs, consultants, and government agencies.
- Support AWPB preparation, reporting, document management.
- Organize meetings, workshops, logistics, and HR/admin support.

Qualifications:

Bachelor's degree; 7+ years' experience in coordination/administration; donor-funded experience desirable; strong communication & organizational skills; English/Lao proficiency.

Application Instructions

Interested candidates should submit:

- Application letter
- Updated CV
- Copies of degrees/certificates (no notarization required)

Email: sassp.moic@gmail.com

Deadline: 31 December 2025

Only shortlisted candidates will be contacted for interview. Selected candidates will undergo a probation period followed by a long-term contract with good monthly income.

Yours Sincerely,

Deputy Director General



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