



Lao's People Democratic Republic
Peace Independent Democracy Unity Prosperity

Job Title:	Department:
National Procurement Assistant (full-time) (01 Position)	Ministry of Education and Sports Department Technical and Vocational Education and Training (DTVET) Lao PDR: Priority Skills for Growth Project (Lao-PSG) Project ID: P172774 Project Coordinator Unit (PCU-DTVET)
Location:	Commence date
Vientiane Capital	4 May 2026
JOB PURPOSE	
<p>The Lao People's Democratic Republic (PDR) currently faces a skills deficit, especially in key sectors such as agriculture, logistics, and ICT. At the same time, poor labor market intermediation services mean that even if an individual has the required skills, finding the right job can be a challenge. The skills and employability challenges are especially hard for women, migrants, and disadvantaged populations. For the Lao People's Democratic Republic (PDR) to realize its growth potential and follow an equitable growth path, it needs to make key investments in improving skill supply and employment services.</p> <p>The World Bank has supported the Government of the Lao People's Democratic Republic (PDR) through providing technical and financial loan support to the Ministries of Education and Sports (MOES) and Labor and Social Welfare (MOLSW) to implement the Lao People's Democratic Republic (PDR) Priority Skills for Growth (hereinafter the Project) from July 2022 to June 2027. The project aims to enhance access, quality, and relevance of skills development and employment services for youth and other vulnerable groups in three priority sectors: agriculture, logistics, and information technology. The project aims to catalyze system-level reform over the next five years, with a focus on labor-market-relevant interventions benefiting all public and private technical and vocational education and training (TVET) institutions, while also providing intensive support to 13 public TVET institutions, 18 job centers, and 8 skills development centers (SDCs).</p> <p>To support the project, DTVET is looking for a qualified national procurement assistant to support the procurement management of the project. The procurement assistant will work under the direct supervision of the Head of PCU, led by the Head of the Administrative Division in DTVET and the Project Coordinator of MOES, and work closely with the procurement consultant. The services of such a national procurement assistant are expected to be for 12 months on a full-time basis with the potential for renewal subject to satisfactory full-time performance.</p>	
Scope of Work	
The procurement assistant will be part of the project coordinator unit (PCU), assisting in the procurement management and preparing for procurement work under the ensuing project.	
Specific Key Tasks:	
Under the guidance of the Project Director Tasks will include but not be limited to the following:	
Planning:	
<ul style="list-style-type: none"> Working closely with the Project Procurement Consultant on update the procurement plan for the Project as appropriate. Follow up with concerned government partners and the World Bank in order to have the procurement plans approved in a timely manner. 	
Initiation of the procurement process:	
<ul style="list-style-type: none"> Assists on prepare draft bidding documents, internal review and clearance; and submission to World Bank for Approval if required based on the method of procurement. Assists on guide and manage the processes of advertising, bid receipt and bid opening strictly in accordance with the agreed procurement procedures. 	
Execution of the procurement process:	
<ul style="list-style-type: none"> Facilitate the evaluation committee meeting by sending and following up on the participation confirmation and ensuring all procurement documents are ready to review. 	

- Follow up with the government partners and the World Bank (if required) in order to have bid evaluation reports approved in a timely manner.
- Assists on guide the preparation of, review and clearance of all draft contracts prior to contract signing. Following up with government partners and the World Bank (if required) in order to have bid evaluation reports approved in a timely manner.
- Assists on guide and manage other activities required under procurement processes such as correspondence with bidders.

Documentation and other responsibilities:

- Manage the procurement packages, filing/record, and tracking systems in the office in a methodical and retrievable way;
- Monitor and report the procurement implementation progress/status to management and the World Bank as required.
- Uploading the document required of all packages in STEP in a timely and complete manner
- Working closely with the procurement consultant to Check payment claim from the contractors, suppliers to ensure that payment complied with the payment term as specified in the contract prior handing to the finance consultant;
- Coordinate with other units in project where necessary.
- Other Project-related duties required by Project Management Office (Procurement Consultant).

Expected Outcomes:

1. Procurement of Goods Works and Services will be carried out in a timely manner in conformity with World Bank procurement guidelines and regulations;
2. Quarterly, Semi-annual and other procurement tracking and progress reports will be produced as required;
3. A complete report on all goods works and services procured during the project, together with the tracking information to be supplied as part of the Implementation Completion Report at the end of the project.

Minimum Qualification Requirements

- At least professional diploma Business Administration, Law Engineer or related field.
- A minimum of 3 years of procurement experience with ADB, World Bank or international organization
- Computer skills in Word, Excel, etc.;
- Good communication skills including fluency in Lao and a basic English;

The successful candidate will sign his/her contract with PCU for 12 months with a possible extension to implementation phase based on performance assessment.

Interested candidates should submit a written application with CV, copies of certificates and references to the address below not later than 24 April 2026.

Project Coordinator Unit (PCU)

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