Job Title: National Coordinator for Lao PDR

International Labour Organization

Grade: NOB
Vacancy no.: DC/VIENTIANE/NO/2026/03
Publication date: 11 September 2026
Application deadline (midnight Bangkok time): 11 October 2026

Job ID: 13806
Department: RO-Asia and the Pacific
Organization Unit: CO-Bangkok
Location: Vientiane
Contract type: Fixed Term
Contract duration: One year (with possibility of renewal)

Under article 4.2, paragraph (e) of the Staff Regulations, the filling of vacancies in technical cooperation projects does not fall under Annex I of the Staff Regulations and is made by direct selection by the Director-General.

In order to support the best informed process in the filling of the above-mentioned vacancy by direct selection, the ILO invites interested candidates to submit their application online by the above date.

The following are eligible to apply:
- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates*

*The recruitment process for National Officer positions is subject to specific local recruitment and eligibility criteria.

The ILO values diversity among its staff and welcomes applications from qualified female candidates. We also encourage applicants with disabilities. If you are unable to complete our online application form due to a disability, please send an email to ilojobs@ilo.org.

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A one-year fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

*Conditions of employment for external candidates: In conformity with existing ILO practice, the appointment of an external candidate will normally be made at the first step of this grade.

Introduction

The National Coordinator for Lao PDR (hereafter referred as the incumbent) is based in Vientiane, Lao PDR, with a variety of national coordination duties as well as liaison duties to support the Decent Work Technical Support Team for East and South-East Asia and the Pacific and Country Office for Thailand, Cambodia and Lao People's Democratic Republic (hereafter referred to as ILO DWT/CO-Bangkok) and the ILO Regional Office for Asia and the Pacific in facilitating the strengthening and implementation of the ILO's mandate including the Decent Work Country Programme (DWCP) in Lao PDR. The incumbent will also facilitate inter-agency information-sharing and interaction with the UN Country Team (UNCT) and will also provide necessary programming and administrative support to the Development Cooperation (DC) activities carried out in the country.

The operational activities at national level while focused on the ILO's strategic objectives, reflect the ILO mandate and provide the organizing framework for the Decent Work policy portfolio. The main vehicle for implementation of the ILO's programme of work in Lao PDR is DWCP, which also contributes to the overall objectives of the United Nations Sustainable Development Cooperation Framework (UNSDCF) to reduce poverty and promote sustainable development within the national context of Lao PDR.

The incumbent is responsible for the coordination of operational as well as technical activities in the country providing support to national counterparts in the assigned technical area. Operational activities are responding to requests from constituents, coordinated by the DWT/CO-Bangkok.

Reporting lines

The incumbent reports directly to and works under the supervision and guidance of the Director of the ILO DWT/CO-Bangkok and will undertake the duties mentioned below. For the effective discharge of responsibilities, the incumbent will liaise closely with DWT/CO-Bangkok, and the UNCT members in the country.

Description of Duties

1. Serve as primary point of operational and administrative contact for ILO tripartite constituents in Lao PDR and maintain liaison and cooperation with UNCT members.
2. Responsible for all programme and administrative functions in the country. Specific tasks include collaborating with all ILO project staff, government, employers' and workers' organizations, as well as other partners on matters related to programme/project initiation and implementation.
3. Participate in the formulation of national country strategies related to the Decent Work Agenda. Coordinate, plan and perform a wide variety of technical/programming and administrative-related functions in relation to the implementation of the DWCP. Prepare regular and ad hoc reports and briefs as requested.
4. Review and analyse country-specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential development cooperation project areas and provide written analysis on the findings to DWT/CO-Bangkok.
5. Contribute creative ideas for programme/project development and serve as senior national programme officer to the DWT/CO-Bangkok and draft portions of national concept papers, policies and country strategy papers.
6. Identify problems, propose solutions and action and follow-up with DWT/CO-Bangkok, executing agencies, government offices, constituents and other organizations to expedite implementation of agreed activities and meet targets.
7. Participate in the preparation of seminars, workshops, training sessions and meetings specified in the work plan of the DWCP. Speak on behalf of the ILO when attending these gatherings alone. Serve as focal point for selected technical subjects and attend meetings, workshops and inter-agency activities, and present reports and papers.
8. Promote ILO activities in Lao PDR by drafting, editing and/or translating into local language news releases, official correspondence, statements and speeches and other public information material.
9. Participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO.
10. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on the country programme and its developments.
11. Facilitate inter-agency information-sharing and interaction with the UNCT and liaise with the UN Resident Coordinator's Office and other UNCT members for One UN related issues. Participate in donor meetings at the country level.
12. Perform other duties as may be assigned by the supervisor.

Required qualifications

Education

- University degree (Bachelor's or equivalent) in a field relevant to the job.
- First-level university degree with equivalent experience in a relevant field.

Experience

At least three years of professional experience at the national level in the relevant occupational area.

Languages

Excellent command of English and Lao.

Competencies

- Good knowledge of programme and budget, project formulation, administration and evaluation techniques and practices.
- Good knowledge of the role and operations of UN system activities for development of project or joint activities.
- Knowledge of the UN or ILO's financial rules and regulations.
- Knowledge of Office-wide activities and priorities.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Excellent drafting skills.
- Ability to communicate effectively both orally and in writing.
- Excellent analytical skills.
- Ability to justify requirements and approaches to problem resolution, and ability to negotiate.
- Good computer applications skills.
- Good organizational skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to deal with people with tact and diplomacy.
- Ability to understand and work effectively with government, employers' and workers' organizations, other UN agencies and development partners.
- Ability to represent the Organization.
- Ability to supervise staff.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website. The system provides instructions for online application procedures.

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.