



Vacancy Announcement (for Lao Nationality only)

The Lao Environment and Social (LENS) Project Phase 2 (LENS2 supported by World Bank (WB) during 2015-2021. As part of the LENS2 preparation and implementation a number of national consultants will be mobilized to carry out the project activities. The **Project** is currently seeking **young, dynamic and energetic candidates for Human Resource officer.**

| Positions | Scope of work | Qualifications/requirements |
|-------------------------------|--|--|
| Human Resource officer | <p>Objective of the assignment The objective of the assignment is to support in the various human resource functions of EPFO, which include recruitment, staffing, training and development, performance monitoring and employee counseling.</p> <p>Scope of the assignment He/she will lead the HR functions of EPFO including the management of staff under his/her supervision. With the increased scope of the EPF mandate and financing, the EPFO must ensure that its staff is most qualified, that their performance and ethic is impeccable and they have the possibility to have an encouraging career path and professional development. The HR officer will be responsible to establish and implement a competitive HR management system at EPFO. The HRO responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> -Research and monitor human resource systems in other organizations within the country. -Prepare an EPFO HR management strategy; -Develop and implement a human resources plan and personnel management policies and procedures; -Prepare staff handbooks; -Prepare employment standards and legislation. -Assist the Unit Heads with preparation of TORS and the Procurement team with preparation notices and advertisements for vacant staff positions; -Coordinate staff recruitment and selection process in compliance with EPF requirements including WB procedures for externally funded positions; -Provide advice and assistance to Unit Heads on staff recruitment and participate to all staff selection committees. -Assist management with monitoring staff performance and attendance; -Provide advice and assistance to staff and management on pay and benefits systems; -Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangements; -Assist with organizing staff to carry out work due periods of equipment shutdowns; -Attend staff performance evaluation meetings to provide information, when necessary. -Monitor competency and performance of all staff and help staff with professional development planning -Provide support to managers to develop the skills and capabilities of their staff and ensure a work environment suitable for good performance; -Prepare annual training plan for all staff in relation to competency, EPF need and professional development plan; -Provide information and assistance to staff, supervisors on training, human resource and work related issues. -Perform other related duties as required. | <ul style="list-style-type: none"> -Holding at least Bachelor's degree, preferably a master's degree, in human resources management, academic science, psychology or equivalent. -A minimum of 8 years of relevant working experience related to human resources management. -For a candidate with Master or higher degree, the minimum year of experience could be lower but not less than 5 years. -Demonstrated experience with Lao Government law and policies related to staff employment conditions, tax, insurance, -Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level; -Fluency in English language preferable |

Duration: The above position is a 1-year contract with 3-month probation period renewable based on an annual performance evaluation. All Interested candidates can send their CV along with a cover letter to the Environment Protection Fund, address: 2nd floor, MoNRE Building, Sidamdouan Road, P.O.Box: 7647, Vientiane, Tel: (856-21) 252 739-0305905079; Fax: (856-21) 252 741, or by sending email to: v.sourinphoumy@gmail.com. **The closing date of CVs submission is 30 October 2015.** The full TOR can be downloaded from **Website: <http://www.laoepf.org.la>** or requested from the above email address.
(Note: only short list candidate will be contacted)