
INTER-UNIVERSITY COOPERATION PROJECT LAOS-LUXEMBOURG

CALL FOR APPLICATIONS

PROJECT ASSISTANT IN LAOS

Since 2017, the Faculty of Law, Economics and Finance (FDEF) of the University of Luxembourg is actively cooperating in the field of legal higher education with the National University of Laos, specifically the Faculty of Law and Political Science.

In the framework of the Inter-University Cooperation project between the Grand Duchy of Luxembourg and Lao People's Democratic Republic, the University of Luxembourg is looking for a Project Assistant.

The objective of this cooperation is to shape concrete synergies between universities and research centres by establishing a sustainable framework for academic collaboration in the field of law. This collaboration consists of exchanges of faculty members, including researchers, students and staff. The purpose of these mutual exchanges is to contribute to the sustainable development of legal education through the effective transfer of knowledge in a transparent, participatory and ethical manner in order to enrich academic programmes, competence and capacity of individuals, lines of research and activities of both institutions.

In the framework of the cooperation between both universities we are recruiting a:

Project Assistant (m/f) based in Vientiane, Laos (Fixed Term Contract for 1 year)

The Project Assistant works under the direction of University of Luxembourg and provides technical assistance to the Liaison officer for all academic, administrative and financial matters.

His/her specific responsibilities are, but not limited to:

- Liaising and coordinating with the Faculty's staff and other partners (FLA, NIJ, MoJ, other development partners and international organisations);
- Preparing budget documentation and monitoring of budget;
- Assisting with the design and organisation of seminars and conferences;

- Assisting with the day-to-day activities occurring at the Faculty;
- Translation of documentation from Lao to English and English to Lao (administrative and legal documentation);
- Assisting with the communication (Website, MOOC, posters, videos, etc.);
- Administrative and technical assistance with documentation issues (library and e-library); and liaising with our partner EIFL (e-library and repository/dspace development);
- Assistance in the monitoring and evaluation of the Project (monitoring of indicators, *ex-ante* and *ex-post* assessment surveys, baseline/endline, reporting, etc.);
- Other tasks as assigned by the Faculty of Law, Economics and Finance of the University of Luxembourg.

Profile:

- Bachelor in Law or International Relations.
- Experience with an international working environment, ideally in international development;
- Excellent organisational skills;
- Good knowledge of Word, Excel, PowerPoint.
- Fluent in English and Lao. French and German knowledge are considered as a plus.

Starting date: As soon as possible

Applicants should submit a CV and motivation letter to : perrine.simon@ext.uni.lu