

Vacancy Announcement

Position: Junior Procurement Officer, RECOFTC Lao PDR

Application Deadline: 15 August 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. With almost 40 years of experience, we have built trusting relationships with partners from communities, governments, businesses, academic and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

We operate in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Lao PDR has been supporting the Government of Lao PDR in advancing the forestry sector and implementing various forestry programmes for over a decade. The focus has been on village forestry and associated programmes, empowering women, local communities, ethnic groups and other stakeholders to manage their forests sustainably and build resilience to climate change, fostering environmental conservation, livelihood improvement, private sector engagement and social equity. We provide technical assistance, capacity-building and facilitate multi-stakeholder dialogues to support inclusive and participatory forest governance in Lao PDR.

Project background

RECOFTC is implementing the “Enhancing Access to Benefits while Lowering Carbon Emissions” (EnABLE) project in Lao PDR, funded by a multi-donor trust fund administered by the World Bank. The project aims to enhance the inclusion of target populations, particularly women and ethnic groups living in selected remote villages, in receiving carbon and non-carbon benefits from the Lao PDR Emissions Reduction Programme and its Benefits Sharing Plan (BSP). The project will support and complement the ongoing World Bank-funded Governance, Forest Landscape and Livelihoods (GFLL) project, which is being implemented by the Department of Forestry (DoF), Ministry of Agriculture and Forestry (MAF). The project will run until December 2027.

RECOFTC Lao PDR invites applications for the position of Junior Procurement Officer, to be based in Vientiane. The project duration is 18 months. The contract is issued on an annual basis, with the possibility of extension subject to annual performance assessment and includes a three-month probationary period. The appointment is expected to begin in August or September 2025.

The Junior Procurement Officer will be employed full-time for the EnABLE project and report directly to the Project Coordinator and Country Director.

Specific tasks and duties

- Assist the project team in updating the Project Procurement Strategy for Development (PPSD) and Procurement Plan and in carrying out day-to-day

procurement activities following the project's procurement plan and the World Bank procurement regulation

- Manage procurement packages of goods, works and consulting services required by RECOFTC for project needs
- Assist the RECOFTC team in preparing Invitation for Quotations (IFQ) and bidding documents for the purchase of goods and works under the procurement plan
- Support the recruitment process for consultancy services, including preparing Requests for Expressions of Interest (REOI), advertising opportunities and preparing Requests for Proposals (RFP)
- Facilitate the evaluation of quotations and bids for the procurement of goods and works, as well as the evaluation of CVs, EOIs and technical and financial proposals for consultant selection
- Assist in preparing evaluation reports for all procurement activities
- Assist in managing and participating in contractual activities related to consultancy services, goods and works at RECOFTC. This includes managing procurement processes, responding to enquiries from interested bidders promptly and arranging advertisements for Invitation for Bids (IFB), REOIs, contract award information, bid/proposal openings and contract negotiations
- Prepare purchase orders for office and facility supplies, make purchases and update inventory records and ensure that purchases are made following RECOFTC's procurement policies
- Verify specifications in purchase orders, search catalogues, or contact vendors to obtain pricing and available information
- Prepare relevant inputs for procurement progress reports
- Establish and maintain a procurement filing system within RECOFTC and assist the team with uploading procurement-related documents to the World Bank's Systematic Tracking of Exchanges in Procurement (STEP)
- Perform any other procurement-related duties as assigned by the Country Director

Qualifications and experience

The Junior Procurement Officer should have the following essential qualifications and experience:

Essential

- Bachelor's degree in business, procurement, public administration, supply chain management, or a related field
- Familiarity with procurement regulations and public procurement law in Lao PDR
- At least three years of experience working in public procurement
- At least two years of experience working on projects financed by international organizations, such as the World Bank, ADB, non-governmental organizations, or other development projects
- Basic knowledge of IT-enabled services and procurement management information systems
- Experience in supporting procurement processes
- Some experience in procurement data analysis and report preparation
- Participation in procurement workshops or training
- Good working knowledge of written and spoken English, as well as fluency in Lao, with knowledge and understanding of the country context
- Proficiency in computer applications, including Word, Excel and PowerPoint

Desirable

- Confident personality with the ability to address and solve problems quickly and efficiently
- Hands-on experience and the ability to work independently with minimal supervision
- Experience with various donor procedures
- Willingness and ability to travel to target provinces as required

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Collaborate with partners and stakeholders
- Nurture commitment, responsibility and ownership
- Prioritize sustainability
- Cultivate participation, social inclusion and gender equity

Commitment to RECOFTC policies and procedures

At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.

All consultants, staff and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

How to apply

Interested candidates are invited to submit a CV and a cover letter. The cover letter should clearly outline the candidate's suitability for the position, include salary expectations and provide current contact details of three referees, including recent supervisors. [Please submit your application by clicking here.](#)

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>. RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women and members of Indigenous and or ethnic groups to apply.