



Vacancy Announcement: Junior Economic Officer

The European Chamber of Commerce and Industry in Lao PDR (ECCIL) represents the European Business Community in the Lao PDR. Our tasks are the delivery of high quality services to enterprises and the promotion of the interests of our members. Our target is to become a valuable support of the business community and the leading foreign business membership organization in this country.

To accomplish this goal we are looking for a highly motivated and pro-active Junior Economic Officer to join us at the earliest possible date.

The Junior Economic Officer will undertake economic analysis and basic economic research for the Chamber. He/she will be required to constantly monitor changes in the economic situation of the Lao PDR. He/she will assist in analyzing economic issues and provide support for the preparation of reports, presentations and publications.

Position to be filled: Junior Economic Officer

Tasks:

- Researching, compiling and analyzing of economic data and information on Laos and the AEC
- Developing of socio-economic databases and qualitative information necessary for regular and ad hoc analysis of socio-economic developments;
- Drafting specified inputs for technical papers and analytical studies on selected regional, national or sector aspects of economic development;
- Assisting in the organization and servicing of expert group meetings, seminars, etc. on economic issues;
- Preparing speeches, charts and other inputs for presentations by senior staff and for publication.
- Following official meetings and prepares summary reports;
- Assisting in the organization of panels, round tables etc. on economic issues
- Supporting the preparation of sector studies and industry profiles

- Preparing inputs to publications like investment guides
- Conducting business confidence assessments

Requirements:

- University degree in economics or similar
- Business fluency in Lao and English
- Computer literate
- Good communication and writing skills
- Pro-active, professional working attitude; able to think “out-of-the-box”
- Self-motivating, reliable, able to meet tight deadlines and to work in an international team of highly motivated professionals.

We offer:

- Interesting and challenging task
- Friendly working atmosphere in a professional team
- State of the art working environment
- Attractive package
- Trainings and opportunities for development.
- Beginning ASAP.

Only shortlisted candidates will be contacted. Please send your CV, copies of testimonials, expected salary and cover letter not later than March 8th 2016 to:

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