

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Knowledge Management Advisor

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ is currently implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The project “**Land Management & Decentralized Planning Program (LMDP IV)**” as part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and co-financing by Swiss Agency for Development and Cooperation (SDC) is currently seeking **one (1) qualified Laotian candidate** for the position of **Knowledge Management Advisor**, based in **Vientiane Capital** starting as soon as possible until 31.12.2027.

MAIN TASKS AND RESPONSIBILITIES

- Support the management of project activities such as development of activity plans, manage timelines, supporting the technical preparation of ToR as well as financing agreements.
- Conceptualize and implement a knowledge management system in the project including online records management, the sharing of knowledge and lessons learnt.
- Conceptualize and coordinate overarching project events and workshops with team members and external government partners.
- Coordinate consultancy contracts focusing on project management support such as translation or facilitation.
- Assist overall project management including quality management procedures such as the use of standard tools such as the Capacity Works or updating of the project implementation strategy
- Support data collection during field activities and ensure accurate and reliable information for monitoring.
- Coordinate with GIZ internal units and external government partners.
- Performs other duties and tasks as assigned by supervisor or management.

REQUIRED QUALIFICATIONS:

- University degree in project management, business administration, international relations, or related fields
- At least 5 years working experience in project management, preferably within the context of international development or similar sectors
- Proven track record in managing projects, including planning, implementation, coordination, and monitoring.
- Experience in overseeing contractors and ensuring quality outputs.
- Skills in implementing quality management procedures to ensure project outputs meet standards and comply with relevant rules and regulations.
- Excellent interpersonal and communication skills for effective coordination and diplomatic advocacy with diverse stakeholders.
- Proficient in MS Office and fluency in written and spoken English.

EMPLOYEE BENEFIT

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

HOW TO APPLY

Interested applicants should submit their cover letter and CV by clicking **“Apply”** in the **bottom left corner** by **13th July 2025**. Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse culture background, and with disabilities are most welcome.



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