



Austcham Lao PDR  
Level 5, NNN Building, Phonsinoun village  
Vientiane, Lao PDR  
M: +856 20 5787 4477  
[austcham@austchamlao.org](mailto:austcham@austchamlao.org)

## **Position Vacant**

Executive Director, AustCham Lao

(Full time position, initial 12-month contract with possibility of extension, and a two-month probation)

The Australian Chamber of Commerce in Lao PDR (AustCham Lao) is a member-based business chamber that promotes the development of Australian-Lao networks and encourages trade and investment. We have a vacancy for the role of Executive Director, who under the general direction of the Board of Directors is expected to manage the day-to-day operations of the Chamber in accordance with its strategic plan and constitution.

## **JOB TASKS AND RESPONSIBILITIES**

### **Partnerships and Strategy**

- Build relationships with our members based on trust and confidence
- Develop strategic plan and yearly activity plan
- Implement the chamber strategy as agreed by the Board
- Develop sustainable corporate and community partnerships aligned to the Chamber's strategic direction
- Identify and execute opportunities to enable the Chamber to grow and continue to be financially sustainable
- Identify, bid on, and manage grant applications, proposals, reports and acquittals

### **Administrative and Operational Leadership**

- Lead the Chamber's operational and administration team
- Work closely with the Board, supporting good governance of the board with the board members, leveraging their skills as needed
- Maintain accurate AustCham Lao membership records
- Develop and manage the annual budget of the Chamber, and maintain accurate records of all revenues and expenses monthly as required by the Treasurer
- Deliver high quality Chamber's events and develop a range of member' services
- Monitor, identify regulatory or structural issues affecting businesses and prepare an advocacy report

### **Chamber Reputation and Public relation**

- Further strengthen the external reputation of the Chamber through the development of corporate and community engagement opportunities
- Develop and implement a communication strategy that further drives the Chamber's reputation with its members and other strategic stakeholders
- Be the spokesperson and represent the Chamber in dealing with the Lao government, the public, the Australian embassy and other business chambers, both in Laos and other ASEAN countries

### **Community Engagement**

- Develop great relationships with our members and strategic stakeholders
- Develop and organize Business events, seminars, trainings and social events
- Create and implement corporate social responsibility initiatives to benefit the Chamber, its members and the broader Lao community



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### **Responsibilities and Duties of the Executive Director, AustCham Lao:**

- Supervise and lead the chamber staff who provide administrative assistance to the Executive Director
- Support the board to develop and implement an annual strategy for the Chamber
- Grow the Chamber membership and ensure the retention of existing members and sponsors
- Maintain an accurate record of the Chamber membership and its sponsors
- Create a visitation program for existing and potential members with the purpose of increasing membership, creating a personal rapport, addressing member concerns and encouraging participation in the Chamber events
- Conduct a needs assessment of potential members and recommend solutions within the scope of the agreed Chamber strategy
- Set goals for acquiring new members and provide a monthly report to the Board of Directors, to include the target number versus actual achieved
- Lead the development of programs and events to attract new members consistent with Chamber policies
- Write and distribute content, create designs for the Chambers events, trainings, newsletter, website and social media
- Lead the Chamber's communications activities and ensure that the Chamber nwebsite, LinkedIn and Facebook Page are kept up to date
- Maintain strong financial disciplines including: Complete billing according to the established schedule. Be responsible for ensuring timely member and sponsor payments are made, which may include making personal phone calls
- Assist the Treasurer in developing, executing and monitoring actual performance against our agreed annual budget. Liaise with chamber auditors to ensure accurate annual reporting of revenue, costs, and debtors/creditors, and as required by the Board
- Conduct studies and research as requested by the Board of Directors, including promotions, membership drives, member research and advertising
- Plan, recommend and implement programs to promote the growth of the Chamber. Review existing programs for value
- Support governance of the board of directors including: Scheduling Board Meetings; preparing and distributing the agenda and supporting documents to the Board of Directors at least two days prior to the monthly Board of Directors meetings. Prepare and circulate minutes and provide materials necessary to conduct the meetings efficiently
- Represent the Chamber in advocacy and community activities to contribute to a positive image of the Chamber
- Participate in the Chamber activities and events after business hours as necessary to promote the Chamber
- Review and recommend modifications of Chamber policies and bylaws, as necessary
- Build strong relationships with government officials, Lao National Chamber of Commerce and Industry other foreign chambers of commerce Chambers in Laos and ASEAN countries
- Notify officials of relevant Chamber activities
- Organize fund raising activities and form committees, as necessary
- Manage chamber files and records including setting up controls to ensure financial and computer records are backed up (offline and online) and maintained in accordance with the Chamber policy
- Develop and produce newsletters, membership promotions brochures and other communication materials for the Chamber
- Coordinate, plan and attend luncheons, dinners, and other events, as required
- Coordinate the annual election of board members, the Annual General Meeting and make recommendations to fill any interim vacant board positions
- Ensure appropriate insurance coverage for the Chamber
- Coordinate awards presentations
- Inform the media of the Chamber events and noteworthy news to promote the Chamber, including new business openings and member activities
- Travel may be required to attend meetings and seminars that benefit the Chamber including meeting with members, potential members and other strategic stakeholders
- Keep an open line of communication with the Board of Directors and Chamber members
- Work closely with all sub-committee chairs and attend their meetings as required



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- Report bi-weekly to Executive Committee for hours spent on job for Executive Director and Assistant
- Work on other duties as assigned

### **Selection Criteria**

- You are passionate and energised, with at least 2 years relevant experience in Lao PDR (or a similar market) in a chamber of commerce, corporate, small business, government, or community organization
- You have high level time management and organisational skills
- You have a good communication and marketing skills
- You love networking, building relationships and generating new leads for an organization
- You are self-motivated, have strong leadership skills, and know how to motivate and provide structure to those around you
- You can prioritise, lead and run multiple projects simultaneously
- You have strong financial management skills, including the ability to develop and manage finances to achieve a budget
- You can work independently and with minimal supervision
- You have the ability to work full time in Laos (a work permit will be provided by the chamber)

Please submit your application in English, and include your CV with a cover letter, by latest Sunday 13<sup>th</sup> December 2020 to Xoumaitri Panyanouvong , Board Director; email: [austcham@austchamlao.org](mailto:austcham@austchamlao.org)