**Vilayvanh SISOMBOUN (Miss)**

**Personal details and contact:**

Born 02nd June 1979, Vientiane Province, Lao PDR

Lao Nationality

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**[[1]](#footnote-1)**

**COMPETENCIES**

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* Employment Record
  + Coordination
  + Procurement
  + Administration Management
  + Monitoring and Evaluation
* Computer Skills
  + MS Operating Systems (XP, 2003, 2000, 98, 95)
  + MS Office
  + Publisher
  + Outlook
* Driving licence for cars and motorbikes

Fluent in speaking and reading; good in writing

Orally fluent, good reading

Mother tongue

English

Thai

Lao

* Broad experienced in working with the GoL, donors, the private sector, organizations and institutions
* Working pro-actively, high work ethics, efficiently communicating, team-minded
* Highly efficient in networking and coordinating

**PROFESSIONAL ASSETS**

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1997 to 2002: National University of Laos, Vientiane, Lao PDR, Bachelor of Arts in General English

2001 to 2002: Center for Skills Development, Certificate in Office and Administration Management

* First Aid & Fire Fighting, Sepon, Laos (2005)
* HR Agenda Training, Chiang Mai, Thailand (2007)
* Completion Certificate of Global Legal Compliance, online learning (2008)
* Certificate of Understanding the Foreign Corrupt Practices Act Global Competition, online learning (2008)
* Certificate of Management and Internal Controls, Vientiane, Laos (2008)
* Certificate of Management and Internal Controls, Vientiane, Laos (2009)
* Tax and Legal Issues for Non-Profit Organization (2010)
* Certificate of A Foundation for Growth-Basic Internal Control (2010)
* Certificate of Performance Management (2012)
* Tax Law Implementation Seminar (2013)
* Training on World Bank’s Procurement: Goods, Works, Consultants (2018-2019)

**LANGUAGES**

**WHAT ELSE ABOUT ME?**

**TRAININGS**

**LANGUAGES\***

**ACADEMIC BACKGROUND**

**ACADEMIC BACKGROUND**

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Duration** | **Employer** | **Assignment/ToRs/Main Tasks** |
| August 2019 to March 2020 | International Cooperation and Project Management Secretariat (ICPMS), National Assembly  Vientiane, Lao PDR | **Project Coordinator**  **Coordination** between the 18 implementing People’s Provincial Assembly (PPA), donors, the NA ICPMS (International Cooperation and Project Management Secretariat), the Parliamentary Advisor and Financial Unit in the ICPMS/NA; Quality check of activity requests and reports including implementation monitoring and management; Update the SO2 Operational Workplan (OP) on monthly basis; Support the international Parliamentary Advisor to prepare narrative financial and progress reports of implemented activities; Support to the 18 PPAs in preparing activity and reporting requests and coordination and communication between all 18 PPAs regarding the CEGGA SO2 activity implementation. |
| October 2013 to August 2019 | World Bank, Hydropower and Mining Technical Assistance to the Government of Laos  Vientiane, Lao PDR | **Project Coordinator**  **Coordinated** implementing agencies (i.e GOL representatives and the private sectors), donors including the Project Secretariat Office (PSO), the Procurement and Financial Unite and consultants; Prepared and updated the annual work plan of project activities; Monitoring and management; Prepared, organized and facilitated the Project Steering Committee meetings as well as other GoL and donor meetings; Prepared quarterly and bi-annual monthly progress reports for the GoL and World Bank; Supervised project secretariat staff in their day-to-day office administration and management performance.  **Procurement**  Prepared and updated procurement plans; Supported implementing agencies to prepare specification/ ToR for goods and consultant procurements; Prepared all related consultant procurement documents (i.e. prepared request for expression of interests, shortlisted evaluation reports, request for proposals, selection reports, minute of contract negotiations and contract agreements, etc.); Monitored consultant and supplier contract implementations. |
| December 2008 to September 2013 | Room to Read  Vientiane, Lao PDR | **Senior Procurement Officer**  Prepared annual procurement plans for both direct programs and indirect programs; Worked with direct programs and indirect programs to carry out market surveys; Prepared technical specification of goods (i.e. school construction material, equipment for libraries, story books, etc.); Practical implementation of the whole range of procurement activities (i.e. define procurement packages, prepare bidding documents/expression of interests, receipt and open of bids/proposals; Preparation of evaluation/selection reports, minutes of negotiations and contract agreements, etc.; Maintained vendors/suppliers list with their contract address according to the type of business and trade and update it regularly; Reported to the Country Director, the Regional Office and the Program Team Leader on the status of the procurement process on regular basis; Maintained procurement files in an appropriate way and order including – requisitions, quotes/bids, comparisons, evaluations, approvals, contracts/purchase orders, delivery notes etc. for each purchase as well as evaluation of supplier’s performances. |
| September 05 to November 08 | Boart Longyear Drilling Service, Sepon Site, Savannakhet Province  Lao PDR | **Human Resource Officer**  Developed human resource development plans including staff capacity building and staff recruitment. Prepared all related documents for recruiting staff (i.e. request for expression of interest, candidates screening and selection report, minute of contract negotiation and contract agreement). |
| November 02 to May 03 | Viengchampa Tour & Air Booking CompanyVientiane, Lao PDR | **Administration Officer**  Provided general services to clients such as international & domestic air booking, sightseeing recommendations, visa arrangements and performed other administration tasks. |
| May 03 to July 05 | Translation Document Service Company (TDS) Vientiane, Lao PDR | **Translator**  Translated official and unofficial documents (i.e English- Lao and Lao-English). Provided information to Lao-international clients for marriage applications. Prepared monthly income and expenditure reports of the company as well as dealing with government bodies and agancies for tax clearances. |
| April 03 to July 04 | Chansouk English Center Vientiane, Lao PDR | English Teacher, part time |
| July 04 to March 05 | Sengvilay English Center Vientiane, Lao PDR | English Teacher, part time |
| March to  August 05 | Universal English Institute Vientiane, Lao PDR | English Teacher, part time |

**References**

1. Mr. Chantho Milattanapheng, Head of HMTA Project, Vientiane, Lao PDR

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1. Mr. Juergen Piechotta, Project Management Advisor, Vientiane, Lao PDR

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1. Ms. Cristina Maria Ladeira Ferreira, Consultant, World Bank

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1. Ms. Vilayvanh Phonepaseuth, Operation Analyst, World Bank, Vientiane, Lao PDR

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1. Ms. Norkham Souphanouvong, Country Director, Room to Read, Vientiane, Lao PDR

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1. Ms. Phetsalinh Chanthaphasouk, Administrative Manager, Room to Read, Vientiane, Lao PDR

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1. Ms. Sathaphone Chanthavong, Human Resource Manager, Room to Read, Vientiane, Lao PDR

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1. Mr. Mark Starky, Operation Manager – Boart Longyear Limited, Vientiane, Lao PDR

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1. Mr. Bounthan Bounvilay, Head of ICPMS, National Assembly, Vientiane, Lao PDR

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1. Ms. Sabine Miehlau, Parliamentary Advisor, National Assembly, Vientiane, Lao PDR

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Date: 23/03/2020



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1. [↑](#footnote-ref-1)