



**Emerging Markets Consulting** is a strategic management and development consulting firm with offices in Cambodia, Laos, and Representative office in Myanmar. We are currently seeking candidates to join our team as a **Business Analyst** in the Vientiane office. This position is **full-time** and offers **significant growth and travel opportunities**.

EMC brings international best practices to the private and development sectors in Southeast Asia by offering our clients an unparalleled combination of international expertise and extensive local knowledge. Our main clients are from international organizations (World Bank, ADB, ILO) and INGOs (Save the Children, Oxfam, Care International).

#### **Business Analyst Role (Lao National)**

- Conduct primary and secondary research in support of EMC's consulting engagements
- Provide logistical support to the EMC consulting team
- Supervise small local teams during fieldwork research in provinces
- Conduct data entry and cleaning
- English-Lao and Lao-English translation
- Assist development of tools for fieldwork
- Demonstrate initiative and willingness to learn and adapt quickly to new clients' requirements and subject areas
- Develop own professional skills at high pace

#### **Qualifications & Experience Required**

- New graduated encourages to apply
  - Able to travel in provinces and rural areas as required
  - Solid understanding of Lao business environment or development sector and concepts
  - Excellent skills with Microsoft Office applications (MS Excel, MS Word, etc.)
  - University studies in a relevant discipline (Business, Economics, Finance) preferred
  - Demonstrated capacity to be a team leader and work with little supervision
  - Ability to work in a multi-national environment
  - Good spoken and written English; able to read documents in English language and do some basic translations
  - Ethnic language skills, especially Hmong or Khmu, strongly preferred
  - Have a good communication skill on dialing with clients, government, and interviewees

#### **Applications**

EMC is committed to diversity and inclusion within its workforce and encourages-qualified female and male candidates from all religious and ethnic background, including persons with living with disabilities to apply.

If you are interested in pursuing a career with international growth opportunities, we would like to hear from you. We are now inviting applicants with private sector or NGO experience to submit a curriculum vitae and cover letter to [recruiting@emc-consulting.asia](mailto:recruiting@emc-consulting.asia)

Only short-listed candidates will be contacted for interview. For further information on EMC, please visit our [Website](#), [EMC FB Page](#), and [EMC LinkedIn Page](#)