



Costa Group Position Description

Position Title:	Government Relations Manager
Department:	Government Relations
Reporting To:	General Manager – Laos
Location:	Vientiane, Laos - with travel to relevant government offices and farm operations as required
Date:	May 2025

1. Primary Objective of Position:

The Government Relations Manager is responsible for leading Costa Berry Laos' strategic engagement with government stakeholders and acting as the company's primary representative in managing relationships with relevant ministries, authorities, regulatory bodies, and local government sectors.

This role provides high-level support to the General Manager and leadership team on government affairs, regulatory strategy, stakeholder engagement, and official representation to ensure Costa Berry Laos maintains a strong, trusted, and professional standing with public sector stakeholders while supporting business continuity, compliance, and growth.

2. Key Accountabilities and Responsibilities:

Accountability and Responsibilities:
<p>Role Duties</p> <ul style="list-style-type: none"> • Lead Costa Berry Laos' government relations strategy and stakeholder engagement plan across national, provincial, district, and local government levels. • Act as the company's senior focal point and representative for engagement with ministries, regulatory authorities, investment agencies, labour authorities, tax offices, agricultural departments, environmental agencies, immigration authorities, and other relevant government stakeholders. • Build, maintain, and strengthen strategic relationships with senior government officials to support Costa Berry Laos' operational, regulatory, and investment objectives. • Advise the General Manager and leadership team on government relations matters, regulatory developments, stakeholder risks, and engagement opportunities. • Represent the company in official meetings, consultations, negotiations, site visits, inspections, and stakeholder discussions with government authorities. • Lead the preparation, review, and approval coordination of high-level official correspondence, submissions, requests, investment-related communications, and regulatory documentation. • Drive resolution of government-related matters impacting operations, permits, compliance, investment approvals, labour matters, land matters, agriculture operations, environmental matters, and business continuity. • Proactively identify policy, regulatory, political, or administrative developments that may impact the business and recommend appropriate response strategies.

- Support crisis management and sensitive stakeholder engagement where government intervention or communication is required.
- Coordinate internal stakeholders (HR, Finance, Operations, Safety, Legal, Procurement, and Leadership) to ensure aligned and accurate responses to government matters.
- Maintain key stakeholder mapping, engagement records, action tracking, and institutional relationship continuity.
- Support Costa Berry Laos' reputation as a responsible investor, employer, and strategic contributor to Laos' agricultural sector.

Workplace Health and Safety

- Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees
- Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes
- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
- Be unaffected by alcohol or drugs
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.
- Demonstrate leadership and commitment, while being accountable for workplace health and safety performance
- Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes.
- Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets.

3. Key Challenges:

- Managing complex relationships with senior government stakeholders while balancing business priorities and regulatory expectations.
- Navigating changing regulatory, political, and administrative environments.
- Representing Costa Berry Laos professionally in sensitive or high-impact stakeholder matters.
- Managing confidential, urgent, and high-stakes government matters requiring diplomacy and sound judgement.
- Influencing outcomes while maintaining strong long-term stakeholder trust.

4. Candidate Requirements:

(a) Core Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

(b) Education, Qualifications, Training:

- Bachelor's degree in Public Administration, Law, Business Administration, International Relations, Communications, or a related field.
- Additional training in government relations, legal administration, stakeholder engagement, public policy, or corporate affairs would be an advantage.
- Strong written Lao language skills are essential; English language skills are highly desirable.

(c) Experience, Skills and Knowledge:

- Minimum 8–10 years of relevant experience in government relations, corporate affairs, regulatory affairs, public administration, legal affairs, stakeholder engagement, or a related field.
- Demonstrated experience engaging directly with senior government stakeholders, ministries, regulators, or public sector leadership.
- Strong understanding of Lao government systems, regulatory processes, official protocols, and business-government engagement practices.
- Experience representing an organisation in high-level stakeholder meetings, negotiations, and official discussions.
- Proven ability to manage sensitive and politically aware matters with discretion and diplomacy.

5. Leadership Expectation:

- Demonstrated leadership capability, sound judgement, and ability to influence internal and external stakeholders.
- Ability to work independently with high accountability and minimal supervision.
- Strong executive communication and stakeholder management capability.

6. Other Relevant Information:

- Regular travel to the farm in Paksong and government sectors in Paske will be required