

JOB ANNOUNCEMENT ADMIN AND FINANCE JUNE 2023

Organization: Centre d'Infectiologie Christophe Mérieux (CILM)

Title: Admin and Finance Manager

1. Objective of the job:

The Administrative and financial manager guarantees the realization of all the administrative and financial operations.

He/she will also be in charge of the financial follow-up of some projects.

2. Outline of the job:

The CILM was opened in 2009, fully depends on the Department of Communicable Disease Control at the Ministry of Health. It's a public center with financial autonomy. This center is dedicated to research and services in the field of infectious diseases, especially diagnosis. The CILM has a laboratory that performs HIV testing as well as hepatitis B and C viral load testing. The CILM is a partner of the National TB Center and is in charge of molecular testing and identifying resistant *Mycobacterium tuberculosis* strains.

The CILM is also involved in applied research activity in the fields of HIV, HBV/HCV, tuberculosis, and infectious respiratory diseases

3. Main Responsibilities:

The Administrative and Financial Manager is responsible for the good accounting and financial management of the CILM:

- Responsible for the financial and accounting operational management of the CILM
 - Ensure the CILM's administrative and operational management.
 - Assure the implementation of the quality standard.
 - Assure the operational management of human resources.
 - Check for legality.
 - Assure the financial management of projects through partnerships.
 - Ensure the management of information and communication
 - Assure maintenance and hygiene/safety management.
 - Assure the implementation of the audit recommendations.
 - Participate in the HR meetings to assess her performance and realizations.
 - Implementation of the finance manual
 - Evaluate suppliers
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4. Profile:

- Training:
 - Master degree or an equivalent diploma in the field of Accounting or Administration
 - Experience in the position:
 - At least 3 years' experience in admin and finance in Lao PDR
 - Required job skills (RJS)
 - Good writing
 - Reporting
 - Developing procedures
 - Pack Office software
 - Accounting system (Quick books program experience helpful)
 - Required comportemental skills (RCS)
 - Thoroughness
 - Collaborative work
 - Organizational skills
 - Languages
 - Lao/English or French
 - Interest in development aid projects
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5. Type of contract

It will be a full-time contractual contract position.

6. Applications

Please note that all candidates must submit their resume together with cover letter with email to the following address: phimpha@cilm-laos.org ; oy1laos@gmail.com; philavanhsbl@gmail.com.