



The Asia Foundation's **Lao PDR Office in Vientiane** is seeking to recruit a qualified and motivated ***Lao national*** for the position of **Grant Officer (1 position)**. This position is full-time and will be based in Vientiane Capital.

In an increasingly complex and interconnected world, Asia plays a crucial global role. Would you be excited at the prospect of employing your knowledge and skills to improve lives, expand opportunities, and help societies flourish across this dynamic region.

You could have this opportunity at The Asia Foundation. Informed by six decades of experience and deep local expertise, we address critical issues affecting Asia in the 21st century: governance and law, economic development, women's empowerment, environment, and regional cooperation. We work with innovative leaders and communities to build effective institutions and advance path-breaking reforms. Together with our partners, we are committed to Asia's continued development as a peaceful, just, and thriving region of the world.

The Grant Officer will be responsible for maintaining financial systems to ensure the integrity of grants, donor reporting and stakeholder liaison. This role will support managing program financial reporting by liaising actively with program colleagues and program partners.

This position will support Finance Unit to ensure that all appropriate grant activities and financial systems, policies and procedures are applied consistent with The Asia Foundation wide policy, Country Office and donor requirements, especially USAID.

Duties and Responsibilities

- Assist program /finance units to conduct pre-award assessment for potential partners.
- Implement sub-grant assessment, monitoring and reporting procedures according to TAF guideline and donor requirements
- Verify sub-grantees financial report for completeness, identify accuracy and recommend investigation, change, or improvement in collaboration with program and finance unit staff.
- Ensure project expenditure report and Subrecipient expenditure reports are accurate, timely and contributes to the quality of donor reporting.
- Provide orientation and training to partners on donor regulations relating to subaward compliance;
- Assist Finance Manager to ensure that timely and accurate financial management information and advice are provided to internal and external stakeholders.
- Ensure that all subgrants deadlines are observed and reporting schedules are met;
- Serve as back up of the finance team as needed for internal operations (cash and bank);
- Maintain appropriate program documentation for all projects including subawards, Individual Project Implementation Agreements, guidelines, master files, reporting etc.;
- Maintain effective finance filing system is in place according to TAF Lao processes.
- Other tasks as assigned

REQUIRED QUALIFICATIONS

- At least three years' experience in grants management preferably for an International Non-Government Organizations (INGOs) and/or private company;
- Good interpersonal skills, a pro-active work style and cultural sensitivity;
- Demonstrated ability to work independently and in timely manner;
- Willingness to work long hours during peak work times;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Proficient or fluent in English;
- Ability to express ideas and issues clearly both verbally and in writing;
- Experience in managing subawardees from more than one donor agency and ensuring compliance with donor regulations including procurement. Experience in managing donor funds in multiple Proficient in using Microsoft Word and Excel and other MS Office products;
- Familiar with QuickBooks accounting software is a plus;
- Demonstrated analytical skills and attention to details.

Education: Bachelor's degree in accounting, Finance, business, or management

HOW TO APPLY:

Qualified candidates should submit a CV and a letter of application before the deadline of **17:00** on Monday **September 16, 2024** to country.laos.general@asiafoundation.org or hard copy to TAF office at: 23 Singha Road, Phonxay Village, Saysettha District, P.O. Box 8032, Vientiane Lao PDR

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