**JOB DESCRIPTION: Provincial Finance & Admin Officer**

**Short-term Consultancy Contract**

**USAID Laos Maternal Child Health and Nutrition**

**JSI Research & Training Institute, Inc.**

**Organization Background**

JSI Research & Training Institute, Inc. (JSI) is an international organization based in Boston, Massachusetts, USA. JSI works extensively with national and local governments, ministries of health, healthcare providers, traditional leaders, and communities to expand access to services for vulnerable populations. JSI is committed to improving the health of underserved populations through innovative approaches in a range of public health areas, including HIV, reproductive, maternal, and child health, technical and organizational capacity building, supply chain strengthening, strategic information management, health systems management, and policy development.

The Laos Maternal Child Health and Nutrition Project is a five-year USAID-funded project with the aim of building upon previous USAID and Government of Laos investments to improve priority maternal and child health and nutrition outcomes in the most underserved populations in targeted areas of Laos. This will be achieved through a health system-strengthening approach to ensure the quality of services and equitable access.

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| **Position:** | *Provincial Finance & Admin Officer*  |
| **Reports to:**  | *Provincial Admin & Finance Manager* |
| **Location:** | *Xay, Oudomxay* |
| **Period:** | *Until 7 February 2025 (5 months)* |

**Job Summary**

The Provincial Admin & Finance Officer is a short-term consultant with the Laos Maternal Child Health and Nutrition Project. In collaboration with and under the supervision of the Provincial Admin & Finance Manager, the Provincial Admin & Finance Officer will provide day-to-day support with high-quality administrative support, management of logistics (procurement and vehicle/motorbike), oversite of finances, follow-up/support program team for advance/return; office expenditure report, check the documentation to ensure all are complying with JSI operation manual and donor requirement, support program team to organize the event(s) where is required in targets district.

**Primary Responsibilities & Duties**

* Ensure consistent implementation of all JSI financial and operational policies/standards, as well as rules and regulations with regard to any/all procurement actions;
* Register and maintain asset and inventory records;
* Responsible for day-to-day office management, including overseeing guard and cleaning service
* Scheduling of vehicles, ensuring regular maintenance and safety inspections;
* Ensure all movement of vehicles is recorded, required forms are used, all proper processes are documented in accordance with JSI operation manuals, and vehicles are ready at all time;
* Track procurements and follow up on orders with contracted vendors to ensure timely delivery of goods and services, cultivate vendor relationships, and ensure product availability;
* Maintain office and program supplies;
* Maintain a comprehensive filing system for all procurement documentation in coordination with the Provincial Finance and Administration Manager;
* Facilitate health insurance and medical claim process, act as the point of contact with health insurance for the provincial office;
* Other responsibilities as assigned by the Provincial Finance and Administration Manager;
* Ensure that in your line of duty, you are aware of child safeguarding principles and guidelines and apply it in your day-to-day roles as you interact with communities and children;
* Ensure promotion of safe child practices and mitigation, prevention, and reporting of violations of children to ensure compliance.

**Reporting**

* Health insurance claims tracker
* Procurement tracker
* Monthly fleet report
* Quarterly inventory and asset report

**Desired Qualifications**

* Bachelor’s degree preferred in procurement, contract administration, or logistics or equivalent, minimum of a diploma in business administration or related services.
* At least three years of practical experience and knowledge related to the Job description.
* Ability to communicate in a clear and courteous manner with all colleagues and vendors and an ability to work independently.
* Strong Microsoft Word and Excel skills and attention to detail.
* Proven ability to maintain confidentiality for all procurement matters;
* Good communicable English oral and written skills
* Demonstrated ability to work independently and in a timely manner;
* Highly confidential and pleasant character and willingness to serve staff.

***JSI is an Equal Opportunity; Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference, genetic information, political affiliation, HIV status, or protected veteran status in any employment decisions. M/F/V/D***

***JSI is a child-safe organization, and the safety and well-being of children are a priority of our organization. We have robust recruitment procedures to ensure that all staff is suited to work with the children served by our programs. A criminal record check will be undertaken for successful applicants.***

***ຜູ້ທີ່ສົນໃຈສະໝັກຕຳແໜ່ງນີ້ກະລຸນາຕື່ມຟອມສະໝັກທາງອອນລາຍທີ່*** [https://forms.gle/s4WUTj5BzvNja2Dn9](https://forms.gle/s4WUTj5BzvNja2Dn9%20) ***ປິດຮັບສະໝັກວັນທີ*** 26 ***ກັນຍາ*** 2024. ***ຖ້າທ່ານມີຄຳຖາມກ່ຽວກັບການສະໝັກ, ສາມາດສົ່ງອີເມວຫາພວກເຮົາໄດ້ທີ່*** recruitment@la.jsi.com.

*All interested applicants must submit their CV at* [*https://forms.gle/s4WUTj5BzvNja2Dn9*](https://forms.gle/s4WUTj5BzvNja2Dn9) *by September 26, 2024, EOD. If you have any questions regards the application process, please contact us at recruitment@la.jsi.com.*