



Until we are all equal

## **We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.**

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Saravan, Luang Prabang and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. Visit [www.plan-international.org](http://www.plan-international.org) for more information.

Plan is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

### **Re-Advertisement:**

## **PU Finance and Admin Assistant**

(Based in Houyxai District, Bokeo Province)

**Type of Contract: Service Contract**

**Contract Length: 12 Months**

### **Duties and responsibilities:**

- Preparing bank reimbursement and disbursement to suppliers, Cash Advance, etc. in SAP when required.
- Regularly maintain the financial and admin documents to be properly scanning and filing before sending to the country office.
- Responsible for making bank transfers to suppliers, as and when required.
- Assist procurement and finance officer to collect quotation, receipts or others doc from supplier when required.
- Assist PU Finance & Admin Manager for monthly for asset, inventory & office inspection when required.
- Record Plan Bokeo vehicles maintenance and logbook, and collect vehicle inspection sheet.
- Document scanning & filing.
- Prepare time sheet for BOK drivers & cleaner.
- To import Plan Bokeo vehicle data to TrackPoint.

- To preparing BOK drivers monthly expenditure report.
- Assist Admin team on document or material delivery/receive to/from CO, other PU, partners, GOVT & district office when required.
- Assist to coordinate with Country Fleet Coordinator/partners/GOVT regarding Plan Bokeo vehicle registration renewal and other related.
- General administration support for both PU and district level when required.
- To hold cash advance for BOK monthly operation cost.
- Perform other tasks as entrusted by the line manager.

**Requirements:**

- Bachelor degree or Higher Diploma in Finance, Administration, English or related fields.
- Advanced skill in computer: word, Excel, power point.
- English: Good listening, writing and speaking.
- Systematic thinking.
- Willing to learn new task with mindful.
- At least 1year experiences in Finance & Admin role with enterprise company, NPA, CSO or INGO.
- Ability to work/self-manage under high pressure and over time job.

**FOR ALL PLAN POSITIONS:**

- We strongly encourage equally qualified female candidates to apply;
- Strong commitment to the equal rights and participation of girls and women is essential;
- Strong commitment to the Rights of the Child is essential;
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks;
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into;
- Short listed candidates will be required to attend panel interviews and other selection procedures.

**CLOSING DATE FOR APPLICATIONS: 16<sup>th</sup> September 2024**

**TO APPLY FOR THIS POST:**

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to [PlanLaos.JobVacancies@plan-international.org](mailto:PlanLaos.JobVacancies@plan-international.org)

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.