

# **OFFRES D'EMPLOI**

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| **Titre**  |
|  **Administration and Finance Assistant** |
| **Organisation** |
| FONDATION MERIEUX |
| **Ville** |
| Vientiane |
| **Pays** |
| LAOS |
| **Date de début** |
| asap |
| **Date de clôture** |
| 31/10/2024 |
| **Type de contrat** |
| Fixed Term Contract (12 months) with possible extension |
| **E-mails de contact** |
| recrutement@fondation-merieux.org |
| **Context** |
| The Mérieux Foundation, an independent foundation with public interest status, is committed to fighting, in the field, the infectious diseases that affect developing countries by building capacities, particularly in clinical laboratories. With its network of laboratories, the foundation’s work is focused on diagnosis, an essential aspect of patient care and an indispensable tool for disease surveillance and control. Taking a global health approach, the foundation also works in the field to help the most vulnerable, with a strong emphasis on mothers and children. The core vision of Fondation Mérieux in Asia is to bring diagnostic solutions and access to health care closer to the most vulnerable populations and people who live in hard-to-reach areas. Over the last two decades, Fondation Mérieux has developed distinctive operations to detect, prevent and respond in the fight against epidemics, outbreaks, and potential pandemics in the region through sharing  pragmatic expertise, capacity building, and enhancing infrastructure.  |
| **SUMMARY** |
| In Lao PDR, The Mérieux Foundation supports several flagship projects, including a Fleming Fund Country Grant, which aims to tackle the global threat of antimicrobial resistance (AMR). The Fleming Fund Fellowship is a professional development program focused on the needs of practitioners and senior members of government institutions.  Reporting to the Finance and Administration manager, you will assist the finance and administration team in Lao PDR in supporting the Fleming Fund project’s finance and administration, particularly the Fellowship program. You will work directly with organizational leadership and program staff across the Fondation . |
| **Main Responsabilities** |
| **Assistant tasks*** Assist the Lao office in tracking the project’s budget expenses against project schedules.
* Support and coordinate project meetings, including scheduling, agenda preparation, and minutes-taking.
* Ensure project documentation is complete, up to date, and stored appropriately.
* Ensure adherence to project management standards and best practices.

**Administrative Support*** Provide administrative support to the project team as needed.
* Prepare and distribute project-related communications and reports.
* Maintain project files and records.
* Handle project-related correspondence and inquiries.

**Financial Monitoring*** Assist in tracking and developing project budgets and expenditures.
* Support Project Manager for financial reporting.

In all tasks, follow the Fondation’s internal regulations and obliging with Code of Conduct  |
| **PROFILE****Qualifications, experience and skills**: * Bachelor's degree in business administration, project management, or a related field (or equivalent work experience)
* Proven experience in project administration and financial control
* Demonstrated experience in project reporting
* Excellent written and verbal communication abilities
* Attention to detail and problem-solving skills
* Ability to work effectively both independently and as part of a team
* Mastery of Microsoft Office Suite
* Capacity to do independent work
* Languages: proficiency in Laos and English (including in writing)

**Behavioral qualities**: Dynamic, accountable, learner, problem-solving, pro-active, and team player **This post is open to Lao nationals, applicants need to be Lao national at the time of application**  |