

Job Advertisement

VA no.2024-13

HELNETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Job title	Finance and Administration Officer
Project	Citizen Engagement for Good Governance and Accountability / CEGGA II
Location	Vientiane Office
Duration of contract	Until 31 August 2025
Date of entry	As soon as possible
Key Tasks	<ul style="list-style-type: none"> • Ensure sound financial operations of the project according to HELNETAS Laos and GIZ procedures and rules • Support the CEGGA II project implementation in administration and logistics. • Follow up with partners and support them on financial and administrative matters to ensure compliance with the required procedures
Profile/ Qualification	Mandatory <ul style="list-style-type: none"> • Diploma in administration and finance • Recognised accounting qualification • Minimum 3 years' experience working in finance/admin • Experience working with partners and donors • Work in iNGO/local NGO environment • Experience with HELNETAS financial regulations • Experience with GIZ financial regulations • Self-directed, reliable, accountable, professional; effective coordination and delegation; good in communication from a distance (to partners in other provinces) • Fluent Lao • Working level English

Application address	To apply please fill in your information on the link here https://forms.gle/HSwZrxUvu5wngVM47
Deadline for application	12 December 2024
Indication/ Remarks	<ul style="list-style-type: none"> • Detailed job description can be made available on request. • Only shortlisted candidates will be invited for interview. • Attractive salary and benefit package for the right candidate as per the HELNETAS Laos Policies and Procedures

HELNETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women and ethnic minority candidates are particularly encouraged to apply.**