



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We are a leading organization for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. We are represented in more than 40 countries with around 1400 employees. Swisscontact has been active in the Lao PDR since 2013 with projects in vocational education and training to improve people's skills and provide them opportunities for a secure income and active participation in the labour market, as well as in the areas of sustainable tourism, waste management, and promoting sustainable consumption and production to create economic opportunities that address climate change and are environmentally sustainable.

The organization is looking for a **Junior Finance and Administration Officer for the Waste to Value project** based in Vang Vieng.

Junior Finance and Administration officer – Vang Vieng

Start of Employment: ASAP

Contract Duration: 1 year (renewable)

Place of work: Vang Vieng

Overall Tasks

The **Junior Finance and Administration officer** based in Vang Vieng supports the Finance and Administration team in Vientiane to ensure the smooth operation of Swisscontact's Vang Vieng Office with respect to finance work and reporting requirements. The Junior Finance and Admin Assistant in Vang Vieng directly supports the Waste to Value project team as well as other project teams if necessary. The selected Junior F&A will directly reports to the Provincial Technical Coordinator in Vang Vieng.

The specific tasks and responsibilities include:

1) The specific financial and accounting tasks include to:

- Prepare payment vouchers in Human Resources Information System (HRIS) – training will be provided - continuously in line with project and office requirements.
- Ensure all payment vouchers/payment receipts are adequate as supporting document and follow Country Manual such as travel policy, cash management, and procurement standard.
- Maintaining proper petty cash system and prepare payment through petty cash for office operations and ensure all payments are upon approval by Finance Officer (VTE).
- Conducts a petty cash count with Finance Officer (VTE) in a monthly basis.
- Prepare and dispatch timely invoices as per contract with external parties.
- Perform other reasonable finance and accounting tasks as required by the Finance Officer (VTE).

2) The specific administration tasks include to:

- Ensure the seamless operation of the Vang Vieng office, including the provision of office supplies, sundries, and cleaning services, among other things.
- Responsible for all other administrative tasks related to the Swisscontact Office in Vang Vieng, such as hotel bookings, travel arrangement for staff and consultants.
- Ensure proper inventory management and record keeping of all fixed assets, also in compliance with donor's requirements.
- Procurement of goods and services following Swisscontact's guidelines .
- Responsible for physical and online (SharePoint) filing system of administrative project activities, financial documentation, and correspondences.
- Answer, screen forward and or return phone calls as well as messages.
- Perform other reasonable administrative tasks as required by the Provincial Technical Coordinator, Senior Advisor for Environment, or Project Manager.

Qualification, Experience and Competencies

- Bachelor's Degree in Accounting/Finance, Business Administration (BBA), Technical College or similar field would be an advantage.
- First work experience in the administration field preferably in the development cooperation field with donor agencies and INGOs.
- Experience in the management of material resources (purchase orders, accounting, asset register, etc).
- Ability to interpret financial and administrative procedures and standards and their application.
- Must be a fast learner, pro-active, and a team player.
- Excellent computer skills especially in Microsoft Word, Power Point and Excel.
- Lao national

How to apply

- Step1: Download the application form. ["Click here "](#) to download the application form.
- Step2: Fill the application form offline
- Step3: Send the application form, CV and cover letter (max. 1 page) in English stating why you are interested in working to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Junior F&A Vangvieng**
- Only applications through the 'Job Application Form' will be regarded – others will not be shortlisted!
- Only shortlisted will be contacted.

In view of the team composition, applications by women candidates are highly encouraged. We offer a challenging scope of duties with personal responsibility. Are you interested in a fascinating job in an international context, and strive for contributing to excellence and making a difference? **The deadline for applications is December 17, 2024.**

We particularly welcome female applicants