



JOB ADVERTISEMENT

Project Finance Assistant-GAMCIL

1 Position base in Vientiane Capital

TITLE:	Project Finance Assistant-GAMCIL
PROJECT:	Green Action through Media and Civil Society in Laos (GAMCIL)
DEPARTMENT:	Finance Department
LOCATION:	Vientiane Capital with frequent travel to the project field.
POSITION REPORT TO:	Project Manager
POSITION TYPE:	Fixed Term (1 year with potential extension), Full-time

LAO JOURNALISTS' ASSOCIATION

The Lao Journalists' Association is a political, social and professional organisation of journalism professionals. It was established and operates in accordance with the law. The association is mandated to educate and consolidate solidarity, while protecting the legitimate rights and interests of its members and journalism professionals. The association has actively participated in fulfilling the Party's guidelines and policies as well as the laws and regulations of the state, and policy related to local and foreign media. The Lao Journalists' Association has 1,434 members working for various media organisations including those under ministries, the Lao People's Revolutionary Youth Union, Lao Women's Union, Lao Federation of Trade Unions, Lao Front for National Development, National Assembly, and Vientiane Information, Culture and Tourism and provincial Information, Culture and Tourism Departments. During annual events of national importance, the association organises various activities to enhance solidarity and share professional expertise among media personnel, which are supported by private and state businesses. The association has the right and duty to engage in formulating, implementing and monitoring the implementation of policy and laws related to information and media, and to define and monitor the observance of media ethics. It also has the duty to coordinate with media management organisations to disseminate and monitor the observance of laws and regulations by media personnel. The association works with party, state, and mass organisations as well as media organisations to train media personnel and journalists on political ideology, qualification and professional competence. With the Team Europe Green Initiative, the EU supports policies in the area of climate adaptation and mitigation, sustainable socio-economic development, private sector development as well as international and regional trade governance issues (e.g., workers' rights, women economic empowerment) in Lao PDR. Green growth and climate change mitigation are promoted in Lao PDR's 9th National Socio-Economic Development Plan (NSED) 2021-2025 and the National Green Growth Strategy mentions the use of mass media in promoting green growth to the population. The support of such a strategy and needed behavior change for its implementation requires an understanding of the linkages between environmental problems in communities, global climate change drivers and the trade-offs in addressing such drivers. The media can play a key role in exploring these issues and promoting the population's understanding of such and promote a culture of transparency and accountability in addressing such issues.

PROJECT DESCRIPTION

With the Team Europe Green Initiative, the European Union (EU) supports policies in the area of climate adaptation and mitigation, sustainable socio-economic development, private sector



development as well as international and regional trade governance issues (e.g., workers' rights, women economic empowerment) in Lao PDR.

Green growth and climate change mitigation are promoted in Lao PDR's 9th National Socio-Economic Development Plan (NSED) 2021-2025 and the National Green Growth Strategy mentions the use of mass media in promoting green growth to the population. Green Action through Media, Mass and Civil Society in Lao PDR (GAMCIL) is implemented in three provinces: Vientiane Capital, Luang Prabang and Champasack Provinces. The project supports:

- State-owned and private media outlets (including women journalists) to improve their professional skills including the use of digital and new technologies, enabling quality information to be provided to the public through responsible and professional reporting on green development issues.
- The media, both formal-traditional and informal-digital, play an essential role in achieving green growth objectives and the mitigation of climate change impacts including through supporting the rule of law.
- Improving digital literacy to reduce the risk of fake news and improve the ability to utilize social media and other new technologies.

PURPOSE OF THE POSITION

The overall purpose of this position is to ensure the effective and efficient operation of the GAMCIL project by carrying out day-to-day financial and administration/logistic duties following the CARE and Donor Guidelines and Policies. Project Finance Assistant is responsible mainly for implementing the GAMCIL project activities in consultation with the Project manager and the Lao Journalists' Association. This project will focus to state-owned and private media outlets (including women journalists) and Civil society actors (including Lao CSOs and citizen-journalists like bloggers, filmmakers and Youtubers). The project aims to contribute to public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements (SDG target 16.10). The Project finance Assistant will also be responsible for maintaining a high standard of work in all project components and providing regular financial reports on the progress of project activities to the Project Manager. The role involves good communication skills and effective organizational and planning skills.

This position is based Vientiane Capital – Country Office with frequent travel required to another project site: Luangprabang and Champasack

KEY RESPONSIBILITIES

PROCESSING OF WEEKLY AND MONTH END ACCOUNTS:

- Prepare bank reconciliation at the end of each month;
- Prepare monthly financial reports (finsun) and send all required financial documents to Vientiane office;
- Ensure timely closure and opening of monthly accounting books, vouchers and supporting documents filed in relevant project folders;
- Assist with monthly budget/cash or fund request/ costed work plan follow up;
- Engage with Accounts / Finance Assistant / Manager in Vientiane as needed;

- Utilize (update/manage) the monthly financial reports (finsun) to monitor project expenses and keep the Project Manager and Project Senior Assistant, informed about the monthly spending monitoring reports for projects related expenditures.

BOOK-KEEPING AND PETTY CASH MANAGEMENT:

- Check that all payment, cash advance and acquittal vouchers are completed and coded as per Care's Chart of Account and ensure that they are properly approved;
- Manage sub-office safety, including cash count follow up;
- Ensure payment and receipt vouchers are supported with valid supporting documents when submitted by staff for payments;
- Ensure vouchers are well prepared and authorized by the line manager before payments are made;
- Ensure all safety checks while withdrawing cash from banks.

BANKING:

- Arrange bank transfers for project activity implementation as requested by the project managers;
- Ensuring that CARE's financial policies are upheld at all times;
- Transfer money to suppliers

ADMINISTRATION:

- Ensure office utilities are properly working in order and timely maintained;
- Ensure office supplies are adequately stocked and available when require;
- Ensure the office premises are timely repaired and ready to use;
- Ensure the incoming and outgoing letter system is well managed and followed;
- Manage office storage room to be functional, up to date storage/stock inventory;
- Prepare office supply consumption report, forecasting for ordering;
- Ensure that all team members, visitors and guests are treated fairly with respect and empathy.

PROCUREMENT MANAGEMENT:

- Support in the procurement process for all projects and their delivery of supplies, and keep all parties informed of any changes;
- Maintain transparent and good professional working relationships with suppliers;
- Ensure that all purchased goods are of satisfactory standards and fit for the purpose intended;
- Ensure high quality of logistic procedure for purchase of assets, their movement from one place to another and their delivery and disposal.

LOGISTICS AND ASSET MANAGEMENT:

- Oversee the registration, marking, and tracking of all assets on receipt of the asset(s);
- Lead the financial year end asset and inventory counts process in all sites and ensure that appropriate Logistics and Program staff are involved in this process.

HUMAN RESOURCE ADMINISTRATION:

- Assist during the recruitment process, including preparing a long list of CVs, assist during the interview process when requested, e.g., making appointments, note taking, interviewing;
- Support Project Manager and Project Senior Assistant to organize staff orientation / induction programs; and assist for staff orientation / induction programs when is required;
- Ensure that staff has access to copies of the CARE International in Lao PDR's HR policies and procedures;
- Assist with benefit briefings and other benefit training

ADMINISTRATION and FINANCE:

- Prepare quarterly budget, activity plan and financial report.
- Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget;
- Ensure that Lao Journalists' Association financial, administrative, procurement procedures and policies are followed; and
- Participate in regular team meetings (provincial, national) as required.

OTHER RESPONSIBILITIES:

- To proactively participate in the Annual Planning and Performance Appraisal (APPA) process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection and Safeguarding policy (Protection from Sexual Harassment, Exploitation and Abuse);
- Comply with Lao Journalists' Association's financial and operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum bachelor's degree in accounting or other related fields and administration with 3 years' experience preferably with an International Non-Government Organisation (INGO) and/or private company;
- Proven experience in the accounting or equivalent; (e.g., logistics, ME; Community Dev, HR, Finance (SUN System, etc.);
- Demonstrated ability to represent the organization with high level external audiences;
- Demonstrated understanding of gender equality and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills;



- Demonstrated experience in effectively leading, people management and motivating a team;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Representational skills including developing networks and relationships with key stakeholders;
- Fluent oral and written communication skills in Lao and intermediate in English; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point and Excel.

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APPLICATION SUBMISSION:

Qualified candidates should submit a CV and a letter of application. Please indicate the name of position that you are applying for, including contact details of three referees and your salary expectations for each position, and apply through this link <https://forms.gle/fqksL6tqQji64Z8f8> Deadline on Friday 27 June 2025. The detailed Job Description can be provided upon request.

The project aims for gender equality when implementing all project interventions

(Only shortlisted candidates will be contacted for an interview. CVs and other documents submitted to CARE will not be returned).

This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of CARE International in Lao PDR and do not necessarily reflect the views of the European Union.