



As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

JOB ADVERTISEMENT

Job Title:	Finance and Administration Officer (FAO)
Department:	Program Department
Location:	Luang Prabang Province, Lao PDR
Position Reports to:	Project Manager (PM)
Position Type:	Fixed-Term (1 year with potential extension), Full-time

CARE INTERNATIONAL IN LAO PDR

CARE International is a global NGO working to end poverty and achieve social-justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalized individuals in their communities and face unequal access to social and economic rights. In 2024, CARE worked in more than 100 countries around the world, supporting 200 million people from vulnerable communities to fight poverty and social injustice. To date, CARE supported over 52 million participants to promote lasting change in their lives, in line with the Sustainable Development Goals.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly the ethnic minority communities. CARE works in partnership with community members, the government, local civil society organisations, and the private sector. CARE currently implements projects in seven provinces: Vientiane Capital, Phongsaly, Luang Namtha, Luang Prabang, Salavan, Champasack and Sekong.

In collaboration with the Ministry of Agriculture and AgCoTech, the Enhancing the Commercial Paravet Program in Northern Lao PDR Pilot Project in Luangprabang Province (ECPPNL) has designed a pilot project aimed at both climate change mitigation and rural livelihood enhancement. The proposed initiative involves a two-year pilot project in Luang Prabang Province to establish a “paravet” scheme, with the aim to scale up and funded through AgCoTech’s carbon credit revenues. This initiative will facilitate collaboration between CARE and AgCoTech, in close collaboration with the Lao government, establish a community-based program, and refine AgCoTech’s business model to ensure gender inclusivity and sustainable smallholder benefits.

Job Summary / About the Role

The overall purpose of this position is to ensure the effective and efficient operation of the Enhancing the Commercial Paravet Program in Northern Lao PDR (ECPPNL) project office in Luang Prabang Province by carrying out day to day financial and administration/logistic duties following the CARE and Donor Guidelines and Policies. Further the Senior Finance Officer is appointed as Security Focal Point for Luang Prabang Province.

This position is based Luang Prabang Province – Field Office, with travel required to project target areas as assigned by the Project Manager (PM) and to other CARE project areas if required.

This position will be supervised by Project Manager (PM) and directly manages Guards, Cleaner and Driver (if any)

MAIN RESPONSIBILITIES: FINANCIAL MANAGEMENT

- Check all transactions and upload them to the Jira system.

- Send all required financial original documents to the Vientiane office.
- Ensure timely closure and prepare the correct supporting documents.
- Assist with monthly budget/cash or fund request/ costed work plan follow up.
- 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 safe, 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.
- Arrange bank transfers for project activity implementation as requested by the project managers.
- Ensuring that CARE's and donors' financial policies and regulations are upheld at all times.
- Transfer money to suppliers.

ADMINISTRATION AND ASSET MANAGEMENT

- Lead and manage office guards and housekeeper (if any).
- Lead and manage the office hygiene and tidiness.
- Ensure office utilities are properly working in order and timely maintained.
- Ensure office supplies are adequately stocked and available when require.
- Ensure the office premise are timely repaired and safe to be used.
- 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.
- Ensure that effective relationship between projects and programs is occurring and those relationship channels are open.
- Maintain a good working relationship providing high quality support for all team members.
- Attendance of relevant CARE staff meetings and activities.
- Prioritizes responsibilities and meets schedules and deadlines.
- Assist with office administration – including asset follow up, timesheet follow up. booking accommodation, etc.

PROCUREMENT MANAGEMENT

- Support in procurement process for a project and the delivery of supplies, and keep all parties informed of any changes.
- Maintain transparent and good professional working relationships with suppliers.
- Identify and maintain an accurate and up-to-date supplier information database for regularly purchased items and keep informed of local market conditions.
- 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.
- Support in overall logistics of procured items.
- Ensure that procurement records are up to date in the Purchase Request (PR) tracking sheet.

LOGISTICS AND VEHICLE MANAGEMENT

- Manages of the CARE fleet (motorbikes and vehicles)
- Ensure vehicles are given proper maintenance.
- Maintain a booking system for vehicle use and are available when requested according to the schedule.
- Maintain and assure that registration and insurance records are current.
- Follow up drivers' daily check of the vehicles including fuel refilling.

EXPERIENCE AND QUALIFICATIONS

- Minimum bachelor's degree in accounting or other related fields and administration with 4 years' experience preferably with an International Non-Government Organisation (INGO) and/or private company;

- Proven experience in accounting or equivalent; (e.g., logistics, ME; Community Dev, HR, Finance (PeopleSoft, 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;

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 gross salary expectations for each position**, and email to **LAO.Jobs@care.org** Deadline is on **Thurs 17/04/2025**. The detailed Job Description can be provided upon request.

- *CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.*
- *CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.*
 - *CARE Laos has zero tolerance approach towards sexual harassment, exploitation and abuse, and child abuse towards any person including our staff, representatives, partners, programme participants and members of the community where we work. We expect all staff, partners and related personnel to share this commitment by understanding, abiding by and working within the CARE International Safeguarding Policy and related framework at all times whilst representing CARE.*
 - *CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures; and*
 - *As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.*

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