

## Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the CARE Laos HR Unit.

### Position Information

Position Title: Finance and Admin Officer	Date requested: 1 <sup>st</sup> April 2025
Type of position: Admin Program Support	Grade (for HR use only): D
Department/Project Team: Administration	
WORK LOCATION: Luang Prabang Province	Incumbent's name (if applicable):

### Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

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 Luangprabang 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 Luangprabang Province.

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

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

### Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

#### JOB RESPONSIBILITY 1: FINANCIAL MANAGEMENT

30% of time

- 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.
- Ensure scan or photocopy all finance doc before send to Finance Team in Vientiane.
- Keep track of all receivable and payable balances and clear them as often as possible.
- Perform relevant checks concerning budget codes such FC, PID, AID, DID, etc. before entering them into financial system.
- Provide information/financial documentation for auditing requirements.
- Other requirements from the Project Manager and Financial team.

30% of time

## **JOB RESPONSIBILITY 2: 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.
- 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;
- Ensure updates of asset and property disposals.
- 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.
- Act as CARE Laos Safety and Security Focal Point (S&SFP)
- Other tasks advised by the project manager and Vientiane Admin Team.

**JOB RESPONSIBILITY 3: PROCUREMENT MANAGEMENT**

20% of time

- 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.

**JOB RESPONSIBILITY 4: LOGISTICS AND VEHICLE MANAGEMENT**

10% of time

- 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.

**JOB RESPONSIBILITY 5: HUMAN RESOURCE ADMINISTRATION**

5% of time

- Ensure all forms are completed and filed during the recruitment process before submitting them to HR unit, e.g., Contract extension forms, interview reports, recruitment request forms, etc.
- 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 to organize staff orientation/induction programs; and assist for staff orientation/induction programs at field office 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.
- Regular briefing to staff on key CARE HR policy aspects (e.g., DSA regulations, leave, etc.) as well as the anti-fraud and corruption policy.

**\* OTHER RESPONSIBILITIES AS ASSIGNED**

5% of time

- Participate in the 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

## PEOPLE & CULTURE

- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CARE's commitment to Child Protection.
- Follow CARE staff code of conduct

### Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

### Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

#### Required

#### 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;
- 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

## PEOPLE & CULTURE

### Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

#### Select Level:

- ☐ 1. What has to be done and how to do it are clearly defined, and the incumbent with face identical or similar problem on a regular basis
- ☒ 2. What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.
- ☐ 3. Why things are done is known, but what has to be done and how to do it is not defined. : Situation are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

#### Why does the position fall into this category?

- Would be able to deal with the procurement's work and follow with the policy and regulation.
- Will be able to create a more positive work environment for team members and partners.
- Successfully resolving issues and lead higher job satisfaction among teams & others.
- Would be able to better service and meet partner and donor expectations.

### Competencies

CARE has 5 Core Competencies that all staff are expected to demonstrate, and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point.

ລະດັບ Level	ຄຳອະທິບາຍຄວາມສາມາດພຶດຕິກຳທົ່ວໄປ General competency behavior description	ການຈັດປະເພດວຽກ Job Classification	ຕຳແໜ່ງ/ເກດ Position/Grade
ລະດັບ 1	ພື້ນຖານ: ພຶດຕິກຳພື້ນຖານ. <b>Foundational:</b> Baseline behaviors.	ວຽກສະໜັບສະໜູນ <b>Support</b>	ແມ່ບ້ານ/ພະນັກງານຍາມ- Junior Officer <b>Cleaner/Guard – Junior Officer</b> (Grade A-C)
ລະດັບ 2	ຄວາມສາມາດ: ພຶດຕິກຳທີ່ສາມາດປະຕິບັດຕົວຈິງ. <b>Capable:</b> Practical application of the behaviors.	ວິຊາການ <b>Professional</b>	ພະນັກງານໂຄງການ-ທີ່ປຶກສາຂັ້ນອາຊີໄສ <b>Project Officer- Senior Advisor/Manager</b> (Grade D-H)
ລະດັບ 3	ການສ້າງແຮງບັນດານໃຈ: ເປັນແບບຢ່າງ, ຝຶກສອນ ແລະ ສ້າງແຮງຈູງໃຈສາທິດໃຫ້ເຫັນພຶດຕິກຳ. <b>Inspirational:</b> Role models, coaches, and influences demonstration of the behaviors.	ຄຸ້ມຄອງ <b>Managerial</b>	ຜູ້ອຳນວຍການ - ຫົວໜ້າອົງການ <b>Director- CD (I-CD)</b>
ລະດັບ 4	ການຫັນປ່ຽນ: ຈິນຕະນາການ ແລະ ສ້າງສັນພຶດຕິກຳລຸ້ນຕໍ່ໄປ. <b>Transformational:</b> Envisions and innovates the next generation of the behaviors.	ບໍລິຫານງານ <b>Executive</b>	ຫົວໜ້າອົງການ <b>CD</b>

### A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each Core Competency. This may be used in performance conversations and as a guide for staff development.

- **RELATIONSHIP BUILDING** : 1. Foundational  
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION** 1. Foundational  
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET** 1. Foundational  
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS** 1. Foundational  
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION** 1. Foundational  
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

### B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each Leadership Competency. This may be used in performance conversations and as a guide for staff development.

- **Strategic Leadership & Execution** 1. N/A  
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP** 2. Capable  
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

### C. Functional Competencies

Choose the top 3 Functional Competencies that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this position to succeed in their role. This may be used in performance conversations and as a guide for staff development.

Competencies	Proficiency Level
1. Ability to influence staff to understand the procurement policy and follow the donor rule & regulation.	1. Foundational
2. Effective communication with internal staff & partners together with the government counterpart.	1. Foundational
3. Continuously seeks opportunities to learn the new thing, owns growth and learns from failure.	1. Foundational

## Organization Structure

