

Job description

Project Assistant – Accountant

Full-time

Name of the project	PESIG Program Laos (Partnership in Education and Skills for Inclusive Green Growth)
Objective	<p>The project is grounded in the broader framework of EU - Laos cooperation. It aligns fully with the 1997 Cooperation Agreement between the EU and Laos, reflects jointly identified priorities, and supports relevant national development strategies. The overall project objective is shaped by these shared commitments and reflects the EU's long-standing partnership and continued dedication to development cooperation with Laos.</p> <div style="border: 1px solid #ffc107; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">OVERALL OBJECTIVE</p> <p>To support the priority policy objectives of the ESSDP 2026-2030, including the TVET Development Plan 2026-2030, and the European Joint Programming Strategy 2021-2027, so as to improve qualifications and skills of Laos' youth responding to labour market needs of a green and digitalised economy.</p> </div> <div style="display: flex; justify-content: space-around;"> <div style="width: 30%; text-align: center;"> <p>SPECIFIC OBJECTIVE 1</p> <p>↑</p> <p>Improve equitable access and learning outcomes of general education (particularly related to gender equality, and in rural and remote areas)</p> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 1.1</p> <p>Improved capabilities installed at MoES and other ministries in order to define, design and implement education reforms (strategies and action plans) to promote equitable access to quality learning</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 1.2</p> <p>Improved governance together with institutional and technical capacity at MoES central and provincial/district levels for ensuring the quality of education service delivery</p> </div> </div> <div style="width: 30%; text-align: center;"> <p>SPECIFIC OBJECTIVE 2</p> <p>↑</p> <p>Enhance effectiveness of TVET subsector equipping graduates with relevant skills responding to the labour market and the needs of a green and digitalised economy</p> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 2.1</p> <p>Increased capacity of the MoES Departments responsible for the TVET subsector in the definition, design and implementation of TVET reforms</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 2.2</p> <p>Improved coordination on TVET issues with related Ministries such as the Ministry of Labour and Social Welfare (MoLSW) and the National Training Council (NTC)</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 2.3</p> <p>Improved links with the private sector to ensure that qualifications, knowledge and skills acquired are appropriate for Lao's labour market needs</p> </div> </div> <div style="width: 30%; text-align: center;"> <p>SPECIFIC OBJECTIVE 3</p> <p>↑</p> <p>Improve education sector performance and reduce disparities</p> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 3.1</p> <p>Increased capacity of MoES and other relevant ministries in the financial management of education reforms (strategies, plans, results-based budgeting, execution of budget etc.)</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 3.2</p> <p>Strengthening of capacities for monitoring and evaluation of Education Sector Plans (ESSDP 2026-2030)</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 3.3</p> <p>Improved education data bases and information systems for decision-making, monitoring and evaluation (LES MIS, RB MIS and others)</p> </div> <div style="border: 1px solid #00796b; padding: 5px; margin: 5px 0;"> <p style="text-align: center; color: #00796b;">Output 3.4</p> <p>Enhanced coordination in the education sector between the government, development partners and key stakeholders</p> </div> </div> </div>
Duration	Full time. April 2026 - March 2029
Main tasks	<p>The Project Assistant - Accountant is responsible for the smooth running, coordination and supervision of the project office, as well as maintaining the project accounts and monitoring expenditure. S/he will work under the supervision of the Team Leader and the Backstopping Team at GOPA HQ.</p> <p>S/he will support the Team Leader and the team of experts in the execution of their tasks.</p>

The tasks of the Project Assistant-Accountant are not limited to the list below. Throughout the duration of the project, the Project Assistant-Accountant will responsibly and professionally cover all measures necessary to ensure the effective and efficient implementation of the project. S/he will be responsible for the efficient and transparent management of project accounting and expenditure tracking in accordance with EU and GOPA regulations.

Administrative management and operation of the project office:

- Responsible for the smooth running, coordination and supervision of the Project Office;
- Liaises with potential suppliers/service providers;
- Assists the project team in carrying out their responsibilities and tasks;
- Ensures the flow of information between the project team and GOPA Backstopping staff.
- Ensures the scheduling of appointments and work meetings;
- Prepares meeting minutes and assists experts in finalising reports (formatting and printing);
- Provides secretarial support, manages agendas and schedules, filters information and calls and organises the office;
- Ensures the distribution of mail, prepares replies, drafts correspondence, etc;
- Keeping secretarial records, filing and storing documents;
- Assists in updating the knowledge management and archiving system;
- Responsible for the collection of timesheets and distribution to EUD once validated by the TL and BS;
- Organises orders and manages equipment and supplies
- Provides language and administrative support to the team of experts.

Accounting

- Ensures that monthly expenditure forecasts are communicated to the Finance Department for conversion into a project fund request if necessary;
- Ensure the management of the office's petty cash and the availability of the minimum amount of cash required to cover all expenses.
- Assist the Team Leader and Backstopping in the preparation of reports and invoices;
- Maintain the project accounts: bookkeeping and daily maintenance of expenses, operations and transactions in the WINPACCS accounting software; ensure that payment amounts and records are accurate and that all transactions are recorded on the appropriate budget lines and kept up to date;
- Manage the bank account(s); receive bank statements, cash withdrawals and any other bank relations;
- Prepare filing and documentation of all invoices, receipts, tenders and other accounting documents;
- Monitor budget and expenditure and contribute to budget reviews;
- Prepare all documents required for audits, such as timesheets and expenditure of administered funds (invoices, remittance slips, contracts with suppliers, quotations, participant lists, boarding passes) and upload them to GOPA SharePoint on a monthly basis;
- Organise advance payments for the local project team and short-term experts as required;

Logistics management and support for the organization of activities

- Prepares and organises local expert travel: books taxis or bus tickets and any other means of transport for experts who need to travel outside Vientiane, organises hotel reservations;
- Prepares and organises the various institutional meetings: convocations, preparation of preliminary documents, etc;
- Manage the logistics of organising project events (conferences, seminars, workshops and training courses) in and outside Vientiane;

	<ul style="list-style-type: none"> Supporting the implementation of communication activities and ensuring compliance with EU visibility rules in the context of activities. <p>Performs any other related activities, which may arise over time and/or as required by line managers.</p>
Competencies	<p>Education & Soft Skills</p> <ul style="list-style-type: none"> Higher education diploma (Bac+3). Asset: degree in administrative management, accounting, finance or event management, or other relevant diploma Fluent in English and Laotian, written and spoken Good command of computer tools Good writing skills, good interpersonal skills on the phone and face-to-face, good organizational skills <p>General Experience</p> <ul style="list-style-type: none"> Similar work experience of at least 3 years Experience in international projects <p>Specific experience</p> <ul style="list-style-type: none"> Minimum of three years' experience in administrative project management, including secretarial tasks (report writing), accounting and coordination/logistics Experience in supporting the organization of activities such as: training, seminars, conferences Knowledge of the national territory and modes of transport Asset: knowledge of Winpaccs software
Place of posting	<p>Office work with possible travel within the national territory. Possibility of home office to be agreed with the project team and backstopping (one day by week)</p>
Additional criteria	<ul style="list-style-type: none"> Strict adherence to confidentiality Ability to work in a team and independently Perfect Integrity Perfect Loyalty Rigor in work and organization