

# Job Description - Internship

## A) Definition of tasks

**Job title: Document Management Intern**

### 1. Organisational integration

Organizational unit	PO
Wage scale	Internship scale
Location	Vientiane, Laos

### 2. Reporting (title only)

Reporting to	Senior Finance Officer
Direct reports	n/a
Act as deputy for	n/a
Will be deputized by	n/a

### 3. Overall targets (numbered A, B, C, D)

A	Document Organization & Filing System
B.	Document Inventory & Record Management
C.	Archiving & Retention Management
D.	Digitization & Automation

### 4. Main tasks

Goal A
<ul style="list-style-type: none"> <li>Organize and arrange documents in the new storage room in a structured and logical manner</li> <li>Assist in managing a standardized filing system for both hard copy and digital documents</li> <li>Ensure proper labelling and categorization of files and folders for easy access</li> </ul>
Goal B.
<ul style="list-style-type: none"> <li>Collect, review, and consolidate existing physical and electronic documents</li> <li>Create, update, and maintain a comprehensive document inventory (Excel)</li> <li>Update financial records and documents from 2015 to 2024</li> <li>Identify missing, duplicate, or outdated records and take appropriate action</li> </ul>
Goal C

<ul style="list-style-type: none"> <li>• Identify, review, and manage financial documents older than 10 years in accordance with retention and disposal policies</li> <li>• Assist in proper archiving (physical and/or digital) or secure disposal methods</li> </ul>
Goal D
<ul style="list-style-type: none"> <li>• Assist in scanning and digitizing physical documents into organized digital formats (SharePoint)</li> <li>• Ensure scanned files are clearly named and stored systematically according to the instructions.</li> </ul>

## B) Competency profile

### 1. Basic education

Mandatory

- Pursuing or completed an undergraduate degree in finance or Accounting or other relevant fields such as Economics, Business Administration

Optional

- Fully organized physical document storage system
- Updated and accurate document inventory list
- Digitized archive of key documents with proper structure and naming, clear and easy to understand
- Create a filing system with clear and easy to find for both hard and soft copies

### 2. Specific skills

Mandatory

- Quick learner, Strong organizational and attention-to-detail skills
- Basic knowledge of document filing and records management

### 3. Social and personal competencies

- Familiarity with scanning and document digitization processes on SharePoint is an advantage
- A trustful person who observes confidentiality and safeguards sensitive financial and organizational information
- A systematic and well-organized person with high integrity who follows internal policies and best practices for document management

### 4. Languages

Mandatory

- Lao and English (intermediate)

### 5. IT skills

Mandatory

- Basic knowledge of Microsoft Excel and Microsoft Word (or database tools)

Optional

- SharePoint

## Signatures:

Position holder:

Signature:

date:

Supervisor:

Signature:

date:

Country Director Laos:

Signature:

date: