

We are hiring now !



giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Administrative Specialist

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ currently is implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The Protection and Sustainable Use of Forest Ecosystems and Biodiversity (ProFEB) Project, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported by EU co-financing donors, is currently seeking one **(1) qualified Laotian candidate** for the position of **Administrative Specialist**, based in **Vientiane Capital** starting as soon as possible until 31.03.2027.

MAIN TASKS AND RESPONSIBILITIES:

- Supporting the implementation of administrative processes within the ProFEB project and connected Service packages.
- Checking of vouchers, invoices, travel claims and financial reports.
- Handling the project cash and bank transfers, booking of vouchers into cashbook and bank-book.
- Procurement of goods and services according to GIZ rules.
- Handling of Local subsidies.
- Organising and managing events.
- Advising the technical teams and counterparts regarding the administrative processes.
- Perform other functions or activities as requested by the supervisors.

REQUIRED QUALIFICATIONS:

- BBA or equivalent qualification in the field of Business Administration, Accounting or Economics.
- A minimum of 5 years of professional experience in business administration, accounting, procurement, administrative processes or similar fields.
- Work experience with international development cooperation agencies or international consulting companies of the same field.
- Knowledge of project implementation specifically in the environment sector in Laos is desirable.
- Excellent English language skills and the ability to do written minor translations.
- Ability to work in a multicultural context.

HOW TO APPLY

Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including the cover letter and CV together with relevant certificates and references by email to job-gizlaos@giz.de, HR Division of GIZ Office Vientiane, by stating **the exact job title in the subject** by **16:30 pm on 19th May 2024**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

EMPLOYEE BENEFITS

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

Gender equality is one of the key values of GIZ and of the work we do.

Applications from women, persons from diverse cultural backgrounds, and with disabilities are most welcome.



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