

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Junior 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 is currently 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 Climate Protection through Avoid Deforestation and Implementation of the Governance, Forest Landscape and Livelihoods (CliPAD/I-GFLL) Project, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported by the Green Climate Fund (GCF) and EU co-financing donors, is currently seeking **One (1) qualified Laotian candidate** for the position of **Junior Administrative Specialist**, based in **Luang Namtha Province** starting as soon as possible until 31.03.2027.

MAIN TASKS AND RESPONSIBILITIES:

- Support the management and monitoring of monthly accounting and finance plans and preparation of monthly finance reports for GIZ Head Office.
- Check and pay invoices of CliPAD project.
- Support to set up and maintain the inventory and consumables list.
- File finance and inventory related documents.
- Coordinate use of project vehicles and arranges transport and accommodation for CliPAD staff, consultants etc.
- Check the vehicles logbooks of the project cars and motorbikes.
- Assist in the procurement of services, equipment, goods and consumables in accordance with GIZ orientation and rules.
- Advise on the registration for business trips in SAP CONCUR and the settlement of applications for the reimbursement for project staff of CliPAD in accordance with GIZ travel regulations

REQUIRED QUALIFICATIONS:

- University degree in business administration with a focus on accounting or related area.
- At least 1-year professional experience in a comparable position.
- Good working knowledge of ITC technologies (related software, phone, fax, email, internet), and computer applications (e.g. MS Office).
- Good knowledge of accounting software.
- Good knowledge of English.
- Ability to work very precisely.
- Discretion in handling of data and information.
- Willingness to up skill as required by the tasks to be performed – corresponding measures are agreed with management.

EMPLOYEE BENEFIT

- 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).

HOW TO APPLY

Interested applicants should submit their CV and Cover letter by clicking "[Apply](#)" in the bottom left corner by **30th June 2025**.

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

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

Applications from women, persons from diverse culture background, and with disabilities are most welcome.



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