

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Financial 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 GIZ Office Vientiane supports all GIZ Projects is currently seeking **one (1) qualified Laotian candidate** for the position of **Financial Specialist**, based in **Vientiane Capital** starting as soon as possible.

MAIN TASK AND RESPONSIBILITIES:

- Bank/cash Management with bank coordination for GIZ projects & updates bank authorization.
- Finalize and request monthly letter of Credit (LC)-Fund from Head Quarter in Germany.
- Book WINPACCs e-cash.
- Prepare and create the payment in I-banking including information to recipients + follows up/settlement of bank guarantees.
- Manage the payment record for filing with payment vouchers via I-Banking for further booking.
- Provide training to new AO and intern.
- Conduct internal control including audit preparation/providing documentation to audit.
- Monitoring payables/receivables and reports regularly to Head of Finance Division.

REQUIRED QUALIFICATIONS:

- At least bachelor's degree in business administration/banking or related field with a focus on banking including payment process.
- Experience in payment process in I-banking and booking with digital vouchers in WINPACCs.
- At least 3 of working experience in financial or related area.
- Good working knowledge of ITC technologies (e-mail & internet), and computer applications (e.g. MS excel, MS Power points, MS Office, Outlook, MS-Team).
- Excellent English in writing and speaking.
- Willingness to up skill as required by the tasks to be performed – corresponding measures are agreed with management.
- Ability to work very precisely and spirit of teamwork.

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 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 06th February 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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