

We are Hiring now!



giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Finance Intern

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.

GIZ Office Vientiane supports all GIZ projects is currently seeking **One (1) Laotian Intern** to support **Finance unit, GIZ Office Vientiane, Lao German House Office, Vientiane Capital for a duration of 6 months.**

MAIN TASK AND RESPONSIBILITIES:

- Prepares and supports the cash payment.
- Supports the bank payment by I-banking.
- Supports the travel calculation and claims.
- Supports booking WINPACCS e-cash for LAK- and USD GIZ Office journals.
- Supports to file and sort out the vouchers based on request in accordance with GIZ rules.
- Supports to inform the recipients via e-mail after fund transferring/payment.
- Scan and copy of vouchers or necessary financial document based on request.
- Updates filing system in the Finance Division
- Reports all problems with financial administration and compliance without delay.
- performs other duties and tasks at the request of management.

QUALIFICATIONS:

- Student or recent graduate in Business Administration with a focus on accounting or related area.
- Very good skills in Microsoft 365 applications like Microsoft Word, Excel, and PowerPoint as well as business communication tools.
- Good written and oral skills and communication in English.
- Willingness to improve skill as required by the tasks to be performed – corresponding measures are agreed with management.
- Willingness to work in an international team to implement activities with the public and private sector in Lao PDR.

INTERNSHIP BENEFIT

- Paid Internship
- Experience of working with an international Organization
- Certificate of Internship

HOW TO APPLY

Please submit these required documents to the HR Division of GIZ office Vientiane, with the **Subject Title of the “Finance Intern in GIZ Office”**, at job-gizlaos@giz.de by **16:30 pm on 17th November 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.

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.



<https://www.facebook.com/GIZLaos>



www.giz.de/en/worldwide/371