

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 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 positions of **Junior Administrative Specialist**, based in **Vientiane Capital** starting as soon as possible until 31.12.2025.

MAIN TASK AND RESPONSIBILITIES:

- Self-responsible organizing of events and workshops (including setting up the logistics for the meeting, payment DSA, and Accommodation to participants).
- Handling procurement processes in the field of event management (contracts with hotels and venues and respective service providers).
- Organizing the logistical aspects of travel i.e. booking of flights, transportation and accommodation for project staff and partners. Support in visa issues for project staff and partners and work and stay permits for the international project staff.
- Calculate travel claims, prepare the advance form for counterparts, and monitor vehicle logbook.
- Monitoring and organizing the procurement of office supplies, creation of budget plans, checking of vouchers.
- Advising the technical teams and counterparts regarding the administrative processes.
- Perform other functions or activities as requested by the supervisors.

GENERAL QUALIFICATIONS:

- Bachelor's degree in the field of professional in Business Administration, Event Management, Travel Management, Accounting, Procurement, Administrative Processes, or similar field.
- 1 year of working experience in the field of Administration and Finance.
- Good knowledge of English.
- 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 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 1st December 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.



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