

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), is currently seeking **one (1) qualified Laotian candidate** for the position of **Junior Administrative Specialist**, based in **Bokeo province** starting as soon as possible until 31.03.2027.

MAIN TASK AND RESPONSIBILITIES:

- Manages and monitors the monthly accounting and finance plans and prepares monthly finance reports for GIZ Head Office;
- Checks and pays invoices of CliPAD project;
- Sets up and maintains the inventory and consumables list;
- Files finance and inventory related documents;
- Coordinates use of project vehicles and arranges transport and accommodation for CliPAD staff, consultants etc.
- Checks the vehicles logbooks of the project cars and motorbikes;
- Assists in the procurement of services, equipment, goods and consumables in accordance to GIZ orientation and rules;
- Calculates advances for business trips and process settlement of applications for the re-imbursment of travel expenses for project and counterpart staff of CliPAD in accordance with GIZ travel regulations.

REQUIRED QUALIFICATIONS:

- Qualification 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, inter-net), 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 date 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 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 30th 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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