



ອົງການອາຫານໂລກ

The United Nations World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce undernutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

Vacancy Announcement: Administrative and Finance Assistant

Vacancy Announcement No: WFP LAO 014	Date: 07 June 2011
Title: Administrative and Finance Assistant	Duty Station: Saravan Sub Office
Grade: SC 5	Contract Type: Service Contract-one year (renewable)
Organization Unit:	Deadline for application: 17 June 2011
An Administrative Assistant will be stationed in the Saravan Sub Office. He/she will report to the UNV Head of Sub Office in Saravan.	Education: A secondary school education, additional education in English/Finance/ Business Administration/Management or related field would be an advantage.
<u>Duties and Responsibilities</u> <ul style="list-style-type: none">• Responsible for sub-office finance, procurement, administration, and human relations matters• Manage all office expenditures through a petty cash account system• Prepare expenditure supporting documents and enter information into Excel accounting worksheets• Prepare and clear advances• Manage local purchasing and documentation (prepare purchase request, obtain price quotations, and prepare summary of quotations)• Receive telephone calls, answer enquires, and supply information from office files and databases• Make travel arrangements, request travel authorizations, and assist in the submission of travel claims• Arrange air ticket booking and accommodation reservations for official travel of staff members and missions• Maintain and update office inventory and organize schedule for office vehicle and motorbike use• Arrange paper work for office vehicle and motorbike maintenance• Keep attendance records of staff• Transmit correspondence and documents via fax, courier service, and other means• Type a variety of material in draft and final form and perform other related duties as required	<u>Experience:</u> <ul style="list-style-type: none">• At least four years of progressively responsible support work experience in general administrative work including at least one year in the field of accounting, human resources, administrative services or other related field• Excellent word processing skills and excel skills• Fluency in speaking and writing English is essential <u>Application Submission</u> <p>Applicants should submit a letter of interest and curriculum vitae in a sealed envelop marked "Confidential" to:</p> <p>Ms. Boonmaly Phisayavong Sr. Human Resources Assistant UN World Food Programme P.O. Box 3150 Vientiane, Lao PDR or email: vacancies.laos@wfp.org</p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>