



*Eradicating poverty through market forces*

## **IMMEDIATE JOB VACANCY**

### **Huaphanh Project Officer, based in Huaphanh**

Prosperity Initiative (PI) is an UK-registered international NGO set-up to achieve large-scale market driven impact on poverty and participatory sustainable socio-economic development (<http://www.prosperityinitiative.org>). PI is implementing a regional programme in Lao PDR and Cambodia in partnership with the World Bank, UNIFEM, ICRW and other partners from development agencies, governments and the private sector.

For the Huaphanh Bamboo Project, we are in immediate need of experienced and potential candidates for the Huaphanh Project Officer position, based in Huaphanh, to support the implementation of the project activities.

#### **MAJOR RESPONSIBILITIES**

- Assist line manager to ensure the smooth and effective operation and maintenance of the office.
- Provide the overall administrative and logistics support to the Huaphanh Bamboo Project;
- Ensure the smooth and effective operation and maintenance of variety of standard office machines.
- Provide support environment for PI's project operations in Lao PDR in particular and PI's operations in general including:
  - \*Financial and accounting support (management of petty cash, project fund, accounting records, financial reports, etc.)
  - \*Admin management (reception, travel arrangement, meeting arrangement, visa, administrative support, etc.)
- Office logistics
- Contribute to the organizational development of PI in the area of expertise
- Perform any other related duty as required

#### **QUALIFICATION & COMPETENCIES:**

- Laotian national, university graduate, major in rural development and forestry management area is preferable.
- At least two years experience in similar position, experience in international non-government organizations will be an advantage.
- Strong communication, interpersonal & organizational skills
- Good at Office computer software
- Very good knowledge of written and spoken English.
- Well organized, responsible, flexible for multi-task job, independent, dynamic and takes initiative. High sense of self responsibility.

Attractive remuneration and career development opportunities will be offered to the right candidate. Interested parties are invited to forward an updated CV with picture and day-time contact numbers, together with cover letter in English to [recruitment@pi-email.org](mailto:recruitment@pi-email.org) **as soon as possible.**

The subject line of your email must be **"Huaphanh Project Officer"**

Application will be handled in strict confidence and on first come first serve basis.