



Term of Reference (ToR) Field Finance and Admin Officer

Procurement Number:	24-SB1874
Open Date:	September 9, 2024
Questions Deadline:	September 13, 2024
Closing Deadline:	September 19, 2024
Geographical Area Restrictions:	Savannakhet province
Point of Contact:	Chindavanh Signhalath; E-mail: chindavanh.chias@gmail.com Mobile: 020 91731133

Background:

The Community Health and Inclusion Association (CHIA) is a registered non-profit Lao Civil Society organization with over 20 years of experience in promoting health and inclusion among key vulnerable populations in Laos. CHIA is currently the main Sub-Recipient for the Integrated People-Centred Health System Strengthening Model (IPC-HSSM) project, funded by L'Initiative, Expertise France (EF) and implemented through the Lao Ministry of Health's Department of Communicable Disease Control (DCDC). This project aims to eliminate tuberculosis and HIV in Savannakhet Province, as part of the country's commitment to the 2030 Agenda for Sustainable Development. The project's overarching goal is to strengthen Lao PDR's health system by transitioning to a sustainable model through the promotion of an integrated, people-centred approach. This initiative aligns with the national strategy to improve healthcare accessibility, quality, and outcomes for all citizens, particularly those in vulnerable communities.

Position Summary:

The Field Finance and Administration Officer will be responsible for managing the financial and administrative aspects of the project at the field level in Savannakhet Province. This role is crucial in ensuring effective resource management, compliance with donor requirements, and smooth project implementation.

Key Responsibilities:

1. Financial Management:

- Manage project finances at the field level, including budget tracking, expense monitoring, and financial reporting
- Process payments and maintain accurate financial records
- Prepare monthly financial reports and forecasts
- Assist in budget preparation and revision processes
- Ensure compliance with donor financial regulations and organizational policies

2. Administrative Support:

- Provide administrative support to the project team in Savannakhet Province
- Manage office logistics, including supplies, equipment, and maintenance
- Coordinate travel arrangements and accommodations for staff and visitors
- Maintain filing systems and ensure proper documentation of all project activities

3. Procurement:

- Manage local procurement processes in line with organizational and donor guidelines
- Obtain quotations, prepare purchase orders, and maintain vendor relationships



- Ensure timely delivery of goods and services
- Maintain an up-to-date inventory of project assets

4. *Human Resources Support:*

- Assist in recruitment processes for local staff
- Maintain personnel files and records
- Support the implementation of HR policies and procedures at the field level
- Facilitate staff training and development activities

5. *Reporting and Compliance:*

- Prepare and submit regular financial and administrative reports to the project management team
- Ensure compliance with local laws and regulations
- Assist in internal and external audits

6. *Coordination and Liaison:*

- Liaise with local partners, government officials, and stakeholders on administrative matters
- Coordinate with the central office on financial and administrative issues
- Support the organization of meetings, workshops, and events in Bokeo Province

Qualifications and Experience:

- College/bachelor's degree in finance, Accounting, Business Administration, or related field
- Minimum of 3 years of experience in finance and administration, preferably in the development sector
- Strong knowledge of financial management and accounting principles
- Proficiency in financial management software and MS Office applications
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Fluency in Lao or English is preferred
- Experience working in rural settings and with diverse communities
- Knowledge of donor regulations and reporting requirements (e.g., Global Fund, USAID) is an advantage

Personal Qualities:

- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Adaptability and flexibility in a dynamic work environment
- Commitment to the project's goals and values
- Cultural sensitivity and respect for local customs and traditions

Code of Conduct

All staff are expected to abide by the CHIA and Expertise France's Code of Conduct.

How to Apply

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications, experience and 3 references to at chindavanh.chias@gmail.com with subject Line (24-SB1874) by the deadline listed above



Equal Opportunity

We are an equal opportunity employer and value diversity in our team. We encourage applications from all qualified individuals, including LGBT, women, ethnic minorities, and persons with disabilities.

Join us in making a difference in the lives of those affected by TB and HIV in Savannakhet province.

Together, we can build a healthier and more inclusive future.