

Terms of Reference

Position Title: Project Assistant and Finance Assistant

The organization's background:

The Association for the Development of Women and Legal Education (ADWLE) is a non-profit social organization established in 2012 by Ministry of Home Affair. ADWLE aims to promote gender equality, women's rights, the elimination of violence against women and children, Anti Human Trafficking and Safe migration. To ensure women's access to justice in the Lao PDR through the provision of free legal consultation and assistance services for women and children.

1. **Project Assistant**, contract period: 1 year (with possibility of extension), based in Association for Women's Development and Legal Education's head office (ADWLE).

Key Responsibilities

- Assist the Project manager to develop training materials and facilitate training other related topics to women's development work;
- Assist in researching and collecting information, and budget planning to support writing new project proposals.
- Assist in coordinating with partners at the central, provincial, district and local levels to hold meetings and training.
- Prepare activity and budget plans and undertake procurement related to project work.
- Assist the Project manager to create annual and quarterly project development plans and oversee legal assistance programs of legal clinics of ADWLE.
- Writing activities report and assisting Project Manager to review the activities and quarterly reports of the ADWLE legal team.
- Attend meetings, training, seminars, and other events related to the Association's work.
- Work closely with the Project manager, senior lawyer and lawyers of 3 legal aid clinics.
- Design leaflets, posters, banners, and other IEC materials used for training, meetings, and events of ADWLE.
- Carry out other duties as assigned by the Law Manager.

Desired Qualifications:

- Bachelor's degree in political sciences, Social Work, or related field is required
- Have at least 3 years of experience in social development.
- Able to work under high pressure, detail-oriented, punctual, and quick learner.
- Proficient in using Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Outlook.
- Command effective communication skills when coordinating with government agencies, communities and other organizations
- Fluency in written and spoken English and Lao is required.

2. **Finance Assistant** contract period: 1 year (with possibility of extension), based in Women Assistance and Counseling Office (WACO).

Key Responsibilities

- Assist the financial team in the procurement of office supplies.
- Track and record the use of office equipment, and assist in managing administrative tasks such as purchase of drinking water, water and electricity payment, etc.
- Assist in tracking and managing WACO assets.
- Prepare activity and budget plans, requests and clear advance of activities and follow up cases.
- Perform other duties as assigned by the Accountant and Senior Financial Officer.
- Attend ADWLE meetings, training, and other outside meetings as invited.
- Coordinate with target villages and paralegals in the events of conducting community-based activities.
- Attend ADWLE meetings, training, and other outside meetings as invited.
- Carry out other duties as assigned by the Head of WACO.

Desired Qualifications:

- Bachelor's degree in finance, Accounting, Business Administration or related field is required
- Have at least 2 years of experience in social development.
- Able to work under high pressure, detail-oriented, punctual, and quick learner.
- Proficient in using Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Outlook.
- Fluency in written and spoken English and Lao is required.

Application Submission:

Submit your complete application, including CV and Cover letter, Applications must be PDF file and please clearly indicate the position you are applying for in your application send to email: santisouk2012stk@gmail.com, cc phayao2018py@gmail.com. By no later than 24 January 2025, 17:00 pm, for more info, please contact Tel/WhatsApp: 020 98834422, 020 5285 2455, The only shortlisted candidates will be contacted for an interview.

Noted: Women, ethnic minorities, people with disabilities and LGBTQ are encouraged to apply.