



ອົງການອາຫານໂລກ
World Food Programme

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

ADVERTISEMENT
Vacancy Announcement: Administrative Assistant (FTA-GS5)

Vacancy Announcement No: WFP LAO 023	Date: 13 October 2017
Title: Administrative Assistant	Duty Station: Vientiane
Grade: GS5	Contract Type: Fixed Terms Contract (1 year renewable)
Organization Unit: Administrative Unit	Deadline for application: 26 October 2017
<p>WFP is looking for an Administrative Assistant-GS5 to be based in Vientiane. This position will under the direct supervision of Head of Administrative and Finance Officer and will carry out the following duties and responsibilities:</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none">• Check the provision of a range of services, including facilities and light vehicle management, travel, protocol related, etc., maintaining information, to contribute to the provision of a safe and comfortable working environment;• Collate and process information including dissemination to support the production of standard documents and reports for the unit, to enable decision-making and the effective management of resources;• Make travel arrangements in line with administrative rules and procedures such as: Travel Authorizations (TA) and Travel Expense Claims (TEC) and follow up TAs and TECs approval for WFP sub offices and conformance with administrative rules and regulations;• Manage and maintain paper and electronic records within the area of responsibility in accordance with established procedures, to ensure swift and easy data access as required;• Undertake research and perform basic analyses of data, to contribute to the provision of accurate information and effective management of resources;• Be a first point of contact for internal queries, to facilitate the provision of efficient and effective resolution of daily issues;• Provide inputs to routine methods and practices in own area of work, to support the continuous improvement of services provided;• Perform other duties as required.	<p>Education:</p> <ul style="list-style-type: none">• Completion of University degree in Business Administration, or a higher diploma certificate in the related functional area is desirable.• Language: Fluency in both oral and written communication in English and Lao. <p>Experience and skill:</p> <ul style="list-style-type: none">• At least three years of progressively responsible support work experience in general administrative services or other related field;• Has demonstrated an ability to perform all routine administrative activities in line with WFPs operating standards through day to day work• Has supported in providing ad-hoc guidance to new staff members <p>Application Submission Application are required to apply online by 26 October 2017 http://www1.wfp.org/careers/job-openings Requisition ID# 67884</p> <p>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. Female candidates in particular are encouraged to apply.</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>