



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: Business Support Assistant (SC3)**  
**in Houaphanh**

Vacancy Announcement No: WFP LAO 003	Date: 12 January 2018
Title: Business Support Assistant	Duty Station: Xamnua
Grade: SC3	Contract Type: Service Contract
Organization Unit: Field Offices	Deadline for application: <b>22 January 2018</b>
<p>We are looking for a Business Support Assistant to be based in the in Xamnua, Houaphanh province. He/she will work under direct supervision of Programme Policy Officer and will carry out the following duties and responsibilities:</p> <p><b><u>Duties and responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Collect, sort and disseminate correspondence, reports and other material to meet the required demands of staff to time standards.</li><li>• Respond to routine queries received and escalate where appropriate, to provide a timely and accurate service to clients.</li><li>• Proofread written documents, such as standard reports and correspondence, to contribute to the accuracy of written information developed by staff.</li><li>• Provide a set of standard business support activities, where required, to contribute to the effective functioning of business operations.</li><li>• Make travel arrangements and support events, etc., to support staff to work effectively.</li><li>• Support the maintenance of office files, documents, and records in accordance with established systems and processes so that information is current and readily available for staff.</li><li>• Undertake standard data entry tasks in accordance with defined systems, to ensure information is organised and readily available for the business team.</li></ul> <p><b><u>Education:</u></b> Completion of secondary school education. A degree in Business Administration, Accounting/Finance, Secretary, Social Services or any other related field.</p> <ul style="list-style-type: none"><li>•</li></ul>	<p><b><u>Experience and skills:</u></b></p> <ul style="list-style-type: none"><li>• At least three years relevant working experience in Business Administration or equivalent is preferable;</li><li>• Ability to use standard office equipment such as photocopiers and scanners.</li><li>• Knowledge of standardised business support work routines and methods.</li><li>• Knowledge of standard office software packages, e.g. Microsoft word.</li><li>• Uses tact and courtesy to give and receive information with a variety of individuals.</li><li>• Good attention to detail in order to identify data discrepancies.</li><li>• Good English communication.</li></ul> <p><b><u>Application Submission</u></b> Application are required to apply online by 22 January 2018 <a href="http://www1.wfp.org/careers/job-openings">http://www1.wfp.org/careers/job-openings</a> Requisition ID# 73810</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. <b><i>Female candidates in particular are encouraged to apply.</i></b></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>