



President of the Lao Front for National Development, Dr Xaysomphone Phomvihane (*fourth right*), receives 31 computer units and 500 blankets worth about 115.5 million kip, donated by Lao monks studying in Thailand. The donated items were presented by members of the Lao Buddhist Fellowship Organisation last week on behalf of the Lao monk students in Thailand. The supplies will be given to selected offices and schools.



President of the German-Lao Association (GLAD), Mr Wolfgang Schunke, along with local authorities, schoolchildren and donor representatives gather at the handover ceremony of a new primary school building in Phonsomboun village, Phonhong district and in Khonkaen village, Hinheup district, Vientiane province. The new school cost more than 462.4 million kip and was funded by GLAD, the Schmitz Stiftung and the Bernd and Helga Andrup Stiftung foundation. Various organisations in the province jointly contributed more than 78.7 million kip.

VACANCY ANNOUNCEMENT Administrative and Finance Officer (AFO)

The Government of Lao PDR, with support from World Bank/International Development Association (IDA), is in the process of implementing the Lao PDR Southeast Asia Disaster Risk Management (DRM) Project. Component 3 of the Project - Financial Planning for Disaster Resilience- will increase the financial resilience of Lao PDR against natural disasters and the Government's capacity to meet post-disaster funding needs. This will be done through the provision of technical assistance to strengthen the capacity of the Ministry of Finance (MOF) for financial planning for disaster resilience, including preparing and implementing of a national disaster and climate risk finance strategy, and facilitating the participation in a regional disaster risk pooling mechanism.

As part of the Component 3 above, the State Reserve Department (SRD), MOF is seeking a dynamic and experienced full-time national consultant to fill the position of Administration and Finance Officer (AFO) to assist the Project Secretariat Unit (PSU) in implementing Component 3 under DRM Project through efficient organization, and administration of the Project related activities.

This will be a full-time position for a period of up to 36 months, based on the annual contracts with yearly extensions subject to satisfactory performance. Initially, there will be a probation period of 3 months. The position will be based in Vientiane, Lao PDR working alongside government officials. The principal objective of the AFO's services is to support to the MOF Technical Team and PSU in day to day administrative operations and financial management for the project. The services will be provided by an individual consultant to be selected by the SRD, MOF, based on the World Bank Procurement Guidelines. The contract is expected to start in early February 2018.

KEY TASKS

- Support the PSU in managing and monitoring the Project implementation, including preparation and logistical support for meetings and seminars; assisting visiting consultants and missions; producing quarterly administration reports to the Project management; and support creation of relevant presentations and meeting documents;
- General clerical duties including maintaining fixed assets and contract register; assisting the PSU with bookkeeping data entry for the SEADRIF/DRM project as appropriate;
- Support executive management of PSU in liaising with relevant ministries and departments, including implementing agencies and other relevant agencies in various ministries;
- Financial planning including support in the preparation of annual budgets, cash flow projections and monitoring fund sufficiency, preparing the withdrawal application and Statement of Expenditure (SOE) and other supporting documents for disbursement, and revisions to the Financial Management Manual as and when required;
- Financial execution including the review of financial transactions and invoices from service providers and suppliers, and ensuring expenditures are incurred in line with the approved work plans and regulations;
- Documentation and reporting including the recording of project transactions and ensuring that financial documents are retained in a systematic and easily retrievable manner;
- Preparation for the required interim unaudited financial report, annual financial and other financial reports required for by project management, the World Bank and other stakeholders, and providing assistance during external audit process;
- Assisting the team in resolving any administrative and finance problems and perform other tasks as requested by the Project Director, Project Manager and management team.

KEY QUALIFICATIONS

- At least Bachelor Degrees in Business Administration, Finance, accounting or other related field;
- At least 3 years of relevant work experience in an administrative, financial accounting capacity;
- Proven knowledge of office administration, file keeping procedures and office equipment maintenance;
- Experience of working with development programs or projects in collaboration with the Government and international donor communities and especially experience on World Bank projects is an advantage;
- Knowledge in government financial management system is an advantage;
- Strong communication skills, including speaking and writing in both English and Lao;
- Good skills in computer typewriting and data analysis;
- Intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, PowerPoint) and internet.
- Knowledge and experience in Computerized Accounting Software and Microsoft products;
- Willingness and capacity to perform fieldwork, and in-country travel when required.

All interest applicants should submit (1) a cover letter outlining clearly how the candidate meets the requirements of the position, (2) a detailed CV with one (3x4) photo and supporting documents to the Project Secretariat Unit (PSU) for Disaster Risk Finance and Insurance/DRM Project, State Reserve Department, Ministry of Finance, Thatluang Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao PDR, Tel/Fax: 856-21-415928, E-mail: Lsaychai@gmail.com and Cc: houangund@gmail.com. Please note that all submitted documents will not be returned. Deadline for applications: 31st January 2018. Only short-listed candidates will be contacted. The detailed job description/Further information can be obtained at the address above during office hours [9:30 a.m to 4:00 p.m, Monday to Friday].



Minister of Foreign Affairs, Mr Saleumxay Kommasith, on Monday greets Minister of Gender and Family and Special Envoy of the President of the Republic of Maldives, Ms Aminath Zenysha Shaheed Zaki, during her visit to Laos from January 20-25. She also met officials from the Ministry of Labour and Social Welfare and the Lao Women's Union, and visited the World Heritage town of Luang Prabang. This is the first visit by a high ranking official from the Maldives since the country established diplomatic relations with Laos in 2012.



Chemical and pesticide experts from Lao and other Asean member countries gather in Vientiane at the 22nd meeting of the working group on the harmonisation of maximum residue limits of pesticides and a workshop on the maximisation of residue limits, taking place from January 22-26.

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Lao People's Democratic Republic
Technical Assistance for Capacity Building in the Hydropower and Mining Sectors
Loan No./Credit No./Grant No.: 5449 LA/H947-LA

Assignment Title: Consultancy Service Firm for Design, Development and Hosting of Web-based Platform and Knowledge Repository for supporting activities under "E-Document Management System" of Ministry of Energy and Mines.

Reference No. C2b-CS09

Since the Ministry of Energy and Mines (MEM) processes a lot of document transactions on a daily basis, where papers are generated and filed, an E-Document Management System will provide an efficient way of file storage retrieval and an organization with paperless environment to improve productivity and reduce cost by minimizing the time spent looking for documents or time spent recreating information.

Therefore, MEM is now looking for a one-stop records management solutions provider as this strategic service gives the MEM its peace of mind as it maintains its vital documents to be secure and confidential from their digital capture to physical storage. The work to be performed under this initiative covers the design, development, testing, and installation, hosting services, commissioning, training and one-year support services / warranty for the web portal E-Document Management.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. A Consultant will be selected in accordance with the Selection Based on Consultants Qualifications (CQS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 09:00 to 17:00 hours. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **2nd February 2018**

Ministry of Energy and Mines
Mr. Chantho Milattanapheng,
Head of HMTA Project Secretariat Office,
Nongbone Road, Saysettha District,
Vientiane, Lao PDR

Tel/Fax: +856 (0)21 263-615
E-mail address: hmtapro2016@gmail.com
with copy to phonh-chit@hotmail.com