Advertisement
Vacancy Announcement: Business Support Assistant SC3 in Bounneua Phongsaly Province

Vacancy Announcement No: WFP LAO 006
Date: 20 March 2020
Title: Business Support Assistant
Duty Station: Bounneua, Phongsaly
Grade: SC3
Organization Unit: Field Offices
Contract Type: Service Contract
Deadline for application: 31 March 2020

We are looking for a Business Support Assistant to be based in Bounneua district, Phongsaly Province. He/she will work under the direct supervision of Admin and Finance Associate and will carry out the following duties and responsibilities:

**Duties and responsibilities:**
- Collect, sort and disseminate correspondence, report and ensure other materials to meet the required demands of staff to time standards.
- Respond to routine queries received and escalate where appropriate, to provide a timely and accurate service to clients.
- Proofread written documents, such as standard reports and correspondence, to contribute to the accuracy of written information developed by staff;
- Provide a set of business support activities in the fields where required, to contribute to the effective functioning of business operations.
- Make travel arrangements and support events, etc., to support staff to work effectively;
- 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;
- Undertake standard data entry tasks in accordance with defined systems, to ensure information is organised and readily available for the business team;

**Education:**
A degree in Business Administration, Accounting/Finance, Secretary, Services or any other related field.

**Experience and skills:**
- At least three years relevant working experience in Business Administration, Accountant or equivalent is preferable;
- Knowledge of standardised business support work routines and methods.
- Knowledge of standard office software packages, e.g. Microsoft word.
- Good attention to detail in order to identify data discrepancies.
- Good English communication.

**Application Submission**
Application are required to apply online by 31 March 2020
http://www1.wfp.org/careers/job-openings Requisition ID# 119229

Qualified women and men are encouraged to apply. WFP is committed to an inclusive working environment which values diversity and has zero tolerance for discrimination, harassment and abuse of any kind.

WFP is committed to gender equality and parity (50% women and 50% men) and to diversity more generally, among employees across all grades, functions and contract modalities. WFP supports the use of flexible working arrangements to assist women and men in balancing work and personal responsibilities, translating into effective, efficient and dedicated participation of women and men in the workforce. WFP offers an attractive salary and other benefits, including annual leave, parental leave and health insurance for staff and eligible dependents. You can find more information from the link:

Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.