



WWF-Laos

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JOB DESCRIPTION

Position title: Grants and Admin Officer

Reports to: Head of Finance and Administration

Supervises: Interns when required

Technical report to -

Grade (Career level): Professional 1 (P1)

Location: Vientiane Capital, Laos

Date: March 2021

I. Background:

WWF has had a presence in Laos since the late 1980s, initially under the WWF Indochina Programme Office, which then became the Greater Mekong Programme Office. Conservation successes during this period saw the official establishment of the WWF-Laos office in 2001. Today the headquarters is in Vientiane Capital, with field offices in Southern Provinces guiding our conservation portfolio. The conservation programme is continually growing, building upon significant achievements year on year with an overall goal to conserve the country's special biodiversity and create a sustainable future for all Lao people.

II. Major Functions:

The Grant and Admin Officer provides support to the finance and admin department in all grant and financial activities of WWF-Laos to ensure transparency, accuracy and trustworthiness and compliance with WWF applicable policies and procedures, memoranda, best practices and local legal requirements. In addition, S/He provides overall administrative and logistics support to WWF-Laos office for its regional hosting operation. Building strong relationship with government agencies and local organizations in order to attain the objectives of WWF-Laos.

III. Major Duties and Responsibilities:

1. Grant Management

- Effectively coordinate and manage a portfolio of existing grants to ensure WWF's compliance with donor requirements
- Provide advice to programme staffs on the donor policies, obligations, and requirements, ensure that all new staff receive an adequate orientation to WWF grant management processes, awards, requirements, systems, tools, and donor compliance requirements that are relevant to the role.
- Supports the setting up and maintaining of a donor contract management tool to ensure real time and updated information sharing on donor contracts and compliance status.

- Ensure accurate and up to date information for all grants are readily available to line manager and management team in a structured way
- Supports partners capacity assessments and development priorities related to finance and compliance.
- Support learning from compliance to enhance guidelines and capacities internally and with partners.
- Ensures the implementation of capacity building plans and accountability of staff.
- Supports partners at all stages of the program cycle to ensure comprehension of guidelines and understanding how they can ensure best facilitation of their operations
- In close coordination with programmatic sections and program finance officers, provide effective and efficient financial information to ensure that administrative and project expenditure are followed, re-forecasted when necessary and adequately reported.

2. Financial Management

- Assist in the development, monitoring, review and update of finance and accounting activity work plans.
- Provide technical guidance to managers, staff and provide support to field offices on all aspects of finance to ensure the compliance with finance policies and procedures, and legal requirement.
- Perform contract management and keep line manager informed of the closing date and follow up with extension.
- Reconciliation and review of monthly grants reports and check ledgers, statements and accounts to identify errors and take any necessary corrective action, inform line manager of complex items.
- Responsible in preparing the Interco AR-AP invoice and billings.
- Responsible in preparing call of funds to donors in the concept note development and full proposal development.
- Establish and prepare accurate and timely information for budget monitoring and reporting of program funds and grants.
- Provide financial management advice on revisions of budgets, preparing periodical forecasts and any changes needed.
- Identify, develop and implement financial policies, procedures and guidelines which are in line with WWF and donor's requirements.
- All others assigned as may be necessary in fulfilling the departmental functions especially in the peak reporting seasons and tight deadlines.

3. Administrative Support to Regional Hosting Operation

- Coordinate offices operational activities with utmost effectiveness and efficiency in line with applicable policies and procedures;
- Provide logistics support for meetings/workshops for regional operation hosting both core and as may be necessary;
- Liaise with Government to arrange the regional operation hosting permits, visa and work permits for expatriate staffs and visitors;
- Assist the Head of Finance and Admin during the annual budgeting and mid-year forecasting exercises;
- Perform all other function or tasks assigned as may be necessary to achieve departmental goals especially during peak reporting season and meeting tight deadlines or due to reasonable circumstances.

IV. Profile:

Required Qualifications

- Bachelor's degree in Business Administration, Accounting and Finance or equivalent degrees.

- Proficient in the English language both reading, listening and oral and written communication.
- Advance or excellent proficiency in MS Office and Office Management Systems.
- 5 years of practical experience in office administration management, logistics or similar relevant fields.
- Experience with INGOs admin and logistics is preferable.

Required Skills and Competencies

- Strategic administrative skills – to function in effective and efficient manner that add operational value to the organization.
- Strong financial acumen – uses budgeting skills, sound and practical financial management, and accounting principles to successfully run the admin department at reasonable costs and best value of money.
- Excellent leadership ability – provides strong leadership to line managed, team-members and relevant staffs to ensure that established policies and procedures are followed.
- Communication skills – strong interpersonal skills to successfully work with a wide variety of stakeholders.
- Writing skills – to write effective reports, letters, and other documents both in English, local and legal language.
- Ability to work well under pressure – to respond effectively to pressure and stress at work.
- Highly organized, self-motivated and able to work under minimum supervision.
- Adhere to WWF's values: Courage, Collaboration, Respect, and Integrity.
- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly.

V. Working Relationships:

- **Internal** – WWF Network: Interact on a regular basis with WWF-Laos Country Office staff colleagues and to all WWF Network Offices throughout the world as may be necessary to achieve desired objectives.
- **External** – Interact with HFA, Donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.