**The Global Fund to Fight AIDS, Tuberculosis and Malaria**

Country Coordinating Mechanism, Lao PDR

**VACANCY ANNOUNCEMENT**

**Coordinator and Finance Officer**

The Country Coordinating Mechanism (CCM)’s role is to bring together multiple stakeholders representing the diversity of the Lao people to collectively identify country needs in the fight against HIV, tuberculosis and malaria, to apply strategic planning, design programming, submit requests for funding, oversee and support the implementation of projects initiated by the CCM and funded by the Global Fund, and enhance cooperation and coordination among in-country stakeholders.

The CCM secretariat is a permanent working organ of the CCM that bears responsibility for coordination, logistics and administrative support of CCM operations and its committees. The CCM Secretariat is seeking to recruit a qualified and motivated Lao national candidate for a position of **Coordinator and Finance Officer** to work for the CCM Secretariat.

**Summary of the position**

The Coordinator and Finance Officer, under supervision of the Executive Director of the CCM Secretariat and in consultation with TA and other staffs of the CCM Secretariat, will be responsible for coordination, communication, financial management, treasury, accounting, reporting and liaison of the CCM Secretariat.

**Main tasks and responsibilities**

* Support the Director and other staffs of the CCM Secretariat on Global Fund matters with orderly management of communication and reports;
* Communicate with CCM and its committees for all enquiries as well as responses from the Global Fund; PR, LFA, national programmes, and other national and international partners;
* Support in arrangement and taking note of meetings of the CCM and its committees;
* Prepare and facilitate oversight field visit and produce field trip report in English and Lao;
* Support updating the Lao CCM Website by uploading meeting minutes, participant lists and related documents, and other documents related to CCM activities;
* Support preparing CCM work plan and budget proposal as per GF guidelines. and ensure the implementation of the CCM work plan;
* Review accounting statement from accountant (monthly, half yearly and yearly accounting report);
* Support preparing the financial report and submit to the CCM and the GF;
* Perform other tasks as requested by the Director and other staffs of the CCM Secretariat.

**Qualifications and experiences**

* University degree in management and administrative studies or other relevant field;
* At least 5 years’ experiences in coordination services and providing administrative support in relevant project environment;
* Good understanding of budgets, financial processes and compliance with donor requirements;
* Good communication and interpersonal skills;
* Good knowledge and skills of English and Lao both speaking and writing;
* Competency in Microsoft Office Word, PowerPoint and Excel skills;
* Willingness to work actively and maintain high standards of personal performance;
* Knowledge of health programs and/or Global Fund is an asset.

Interested candidates should send an application and curriculum vitae in English to the CCM Secretariat, Setthathirath Road, Vientiane Capital, Lao PDR, Tel/Fax: 021 254546, Email: ccmsec.laos@gmail.com by 9th July 2019 at 5:00 PM.

All applications will be treated confidentiality and only short-listed candidates will be notified for interview.