Vacancy announcement

Position: Provincial Account and Administration Assistant (PAAA) – 3 positions

Location: Luang Prabang, Oudomxay and Xayaburi provinces
Duration: 11 months
Application Deadline: 10 December 2026

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality.

We have almost 40 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honor broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change, and achieve the UN Global Goals.

We operate in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Lao PDR has been supporting the Government of Lao PDR in advancing the forestry sector and implementing various forestry programmes for over a decade. The focus has been on village forestry and associated programmes, empowering women, local communities, ethnic groups and other stakeholders to manage their forests sustainably and build resilience to climate change, fostering environmental conservation, livelihood improvement, private sector engagement and social equity. We provide technical assistance and capacity-building, and facilitate multi-stakeholder dialogues to support inclusive and participatory forest governance in Lao PDR.

Project background

RECOFTC is implementing the 'Enhancing access to benefits while lowering carbon emissions' (EnABLE) project in Lao PDR, funded by a multi-donor trust fund administered by the World Bank. The project aims to enhance the inclusion of target populations, particularly women and ethnic groups living in selected remote villages, in receiving carbon and non-carbon benefits from the Lao PDR Emissions Reduction Programme and its Benefit Sharing Plan (BSP). The project will support and complement the ongoing World Bank-funded Governance, Forest Landscape and Livelihoods (GFLL) project, which is being implemented by the Department of Forestry (DoF), Ministry of Agriculture and Environment (MAF). The project will run until December 2027.

RECOFTC Lao PDR invites applications for three Provincial Account and Administrative Assistant (PAAA) positions – one each for Luang Prabang, Oudomxay and Xayaburi provinces. The contract is issued on an annual basis, with the possibility of extension subject to annual performance assessment and includes a three-month probationary period. The appointment is expected to begin in December 2026.

In each province, the respective Provincial Accounts and Administrative Assistant (PAAA) will be a member of the EnABLE project. Each PAAA is responsible for providing accounts

and administrative support to project implementation teams in their province. All three will be under the direct supervision of the Accounts and Administrative Officer and report to the Senior Account and Administrative Officer at the RECOFTC Lao PDR office in Vientiane.

Specific tasks and duties

- Arrange logistics for meetings, workshops, travel and visits for staff with government ministries and agencies, donors and other partner projects and organizations at the provincial, district and village levels
- Check invoices, receipts and other supporting documents for completeness and accuracy
- Maintain petty cash records and prepare cash replenishment requests, where applicable
- Monitor staff advances and follow up on the submission of expense liquidation documents.
- Prepare monthly financial reports and expenditure summaries at the provincial level
- Assist in preparing bank reconciliations and maintaining records of bank transactions at the provincial level
- Support internal and external audits by providing requested financial documents
- Maintain proper filing and archiving of all financial documents
- Maintain a comprehensive filing system for personnel documents and all project-related documents
- Submit monthly administration report (in prescribed form) to the Accounts and Administrative Officer
- Oversee and handle the dispatch and receipt of mails, letters and official documents to and from government agencies and other organizations
- Provide translation support to expatriate staff, when requested
- Attend and participate in the World Bank's mission meetings or other meetings as required
- Perform other tasks as assigned by the Account and Administrative Officer and Senior Account and Administrative Officer

Qualifications and experience

The Provincial Account and Administrative Assistant should have the following essential qualifications and experience:

Essential:

- Diploma in business administration, accounting or related field
- At least one year of working experience in administration, finance, accounting or corporate services
- Able to travel to and work in their respective target provinces
- Good verbal and written communication skills in English
- Good computer skills, including Microsoft Word, Excel and email applications

Desirable

- Able to address and solve problems quickly and efficiently, and work independently with minimal supervision
- Experience with various donors' compliance processes and procedures

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, social inclusion, and gender equity
- Prioritize well-being

Commitment to RECOFTC policies and procedures

- At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.
- All consultants, staff and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

How to apply

Interested candidates are invited to submit a CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations, and provide the current contact details of three referees, including recent supervisors. Please submit your application by clicking the location you would like to apply to below:

- Luang Prabang
- Oudomxay
- Xayaburi

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at https://www.recoftc.org/

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified applicants with disabilities to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women and individuals from Indigenous and ethnic minority groups to apply.