



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity and Prosperity

Terms of Reference

Job Title: **Project Assistant**

Project Title: Enhancing Public Finance Management Through Information and Communication Technology and Skills (E-FITS) Project (P167534); and Public Finance Management Reform Grant (P167661)

Contracting Authority: Project Implementation Unit, Department of Fiscal Policy and Law
Ministry of Finance

Location: Ministry of Finance, Vientiane Capital

Duration: 12 months renewable (subject to satisfactory performance)

Start date: February, 2019

1. Background

The Government of Lao PDR (GoL) is strengthening the management of its public finances through establishing guiding principles and policies for improved public finance management (PFM). As part of its objective to strengthen the management of its public finances, the Ministry of Finance has prepared a comprehensive Public Finance Management Development Strategy to 2025 to improve policy consistency, efficiency, transparency and accountability in public expenditure and revenue management by strengthening institutional systems and capacity, as well as making progress towards meeting appropriate international financial management standards.

The GoL has received a EUR 1.5 million grant from the European Union to support in the implementation of MoF's Public Finance Management Development Strategy to 2025 by improving the legal framework and institutional capacity for budget preparation and execution, revenue management, and public procurement. Additionally, the GoL has requested a US\$20 million credit from the World Bank for the implementation of the Enhancing Public Finance Management through ICT and Skills (E-FITS) Project to contribute to the reliability, timeliness and transparency of financial reporting and to enhance public financial management skills.

The Project Implementation Unit (PIU) was established in December 2018. Under the oversight of the MoF's PFM Reform Secretariat, the PIU will be responsible for the implementation of the E-FITS Project (P167534) and the PFM Reform Grant (P167661). The PIU will be the central executing agency, responsible for overall implementation monitoring, fiduciary oversight, and provision of technical, procurement, and financial management support to MoF implementing departments responsible for the technical implementation of project / program components. Furthermore, the PIU will be responsible for the preparation of work plans and for the provision of logistics, administration and coordination across implementing departments.

2. Objective of the assignment

The Project Assistant will be a member of PIU and will provide administrative and logistic support to all the project and grant related activities under the supervision of the Head and Deputy of the PIU.

3. Scope of work

Specific duties and responsibilities include:

- Ensure smooth correspondence exchange and information sharing between the project/grant and MoF's PFM Reform Secretariat, project/grant and implementing departments and project/grant and project stakeholders;
- Provide necessary assistance in the operational management of the project and grant according to the Operational Manual;
- Assist in the preparation and distribution of annual, mid-term and quarterly project and grant work plan and progress reports;
- Provide assistance in the preparation of project and grant events as per approved work plans, including workshops, meetings, trainings and study tours; and
- Prepare and update key project and grant events, missions, trips and arrange necessary communication to inform members of the PIU as well as relevant stakeholders.

4. Reporting

The Project Assistant will report to the Head of PIU and will work closely with the Deputy of PIU, other project staff and the WB team.

5. Qualifications and Experience

- University degree in public management, administration or equivalent;
- At least 2 years experience and/or familiarity with international supported projects/programs;
- Familiarity with and experience in government institutions and procedures would be an advantage;
- Good secretarial skills and organizational capacity;
- Proficiency in the use of information technology and good computer skills, particularly in the use of MS Office (MS Word, MS Excel, etc.); and
- Excellent command on both written and spoken English.

Interested candidates should submit their CV and cover letter with the Job Title, no later than 01/02/2019, to:

Mr. Chittakone Savathdy
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