



People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Environment
Department of Livestock and Fisheries

2877
Ref No:...../DLF

Vientiane Capital, Date:.....24 JUL 2026

REQUEST FOR EXPRESSION OF INTEREST
PROJECT ACCOUNTANT

The Government of the Lao People's Democratic Republic, through the Ministry of Agriculture and Environment (MAE), has received financing from the Asian Development Bank (ADB), including Loan 4542 and Grants 0994/0995-LAO, to implement the Cross-Border Animal Health Improvement and Commercial Livestock Management Project (CBAHICLM). The project has a total investment of USD 42.90 million, financed through an ADB Loan, an Asian Development Fund (ADF) Grant, an ADB Climate Change Fund (CCF) Grant, and Government counterpart funding. The project aims to strengthen animal health management and promote commercial livestock development along border areas. To support project implementation, the National Project Management Office (NPMO) is inviting qualified and experienced candidates to apply for the following position:

The Cross-Border Animal Health Improvement and Commercial Livestock Management Project (CBAHICLM) is managed and administered by the National Project Management Office (NPMO) under the Department of Livestock and Fisheries (DLF), Ministry of Agriculture and Environment (MAE). The NPMO is responsible for the overall coordination, supervision, and day-to-day management of the project, including project planning and budgeting, financial management and accounting, procurement, technical implementation, monitoring and reporting, and ensuring compliance with applicable legal, social, gender, and safeguard requirements. The NPMO is headed by the National Project Director and the National Project Coordinator.

A. Scope of Services

The Project Accountant will be engaged from September 2026 to 30 September 2031. The position will be based at the National Project Management Office (NPMO) in Vientiane Capital and will work closely with the NPMO project team while providing accounting and financial management support to the Provincial Project Implementation Units (PPIUs).

The Project Accountant will receive guidance and supervision from the Accountant and Financial Management Consultant and will work in close coordination with other project staff. The position will require occasional travel to the project target provinces to support project implementation, financial monitoring, capacity building, and other project-related activities, as assigned by the NPMO.

B. Key Duties and Responsibilities

- I. Record financial transactions of the NPMO and Provincial Project Implementation Units (PPIUs) in the approved accounting system accurately and in a timely manner, in accordance with the Project Financial Management Manual (FMM) and ADB requirements.

- II. Maintain complete accounting records and subsidiary ledgers by financing source, including ADB Loan, ADF Grant, CCF Grant, and other applicable funding sources
- III. Assist in monitoring all PPIUs financial/accounting monthly reports.
- IV. Assist in checking and reviewing the annual budgets
- V. Assist the AFMS in preparing monthly financial reports, budget utilization reports, bank reconciliations, trial balances, and other financial reports.
- VI. Prepare expenditure summaries and supporting information for Statements of Expenditure (SOEs) and other disbursement documents, ensuring that all supporting documents are complete and accurate.
- VII. Assist FMS with following up and checking the PPIUs of scanned supporting documents for disbursements
- VIII. Assist in preparing financial records and supporting documentation for internal and external audits.
- IX. Support the delivery of training/capacity building at the FM staff at central and provincial levels
- X. Record and monitor project advances and liquidation, and support month-end closing activities in accordance with ADB financial management procedures.
- XI. Maintain and update the Fixed Asset Register and support the annual physical verification of project assets.
- XII. Assist the AFMS in preparing annual budgets, financial plans, and monitoring project budget utilization.
- XIII. Prepare expenditure summaries and supporting information for Statements of Expenditure (SOEs) and other disbursement documents, ensuring that all supporting documents are complete and accurate
- XIV. Coordinate with the NPMO, PPIUs, and other relevant stakeholders in reviewing financial documents and preparing information required for ADB review missions and financial audits.
- XV. Perform other accounting and financial management duties as assigned by the Accountant and Financial Management Consultant, or the National Project Director.

C. Academic, Professional Experience, and Skills Required

- At least a bachelor's degree in accounting or Business Administration;
- At least 3 years of working experiences in accounting or finance.
- Good knowledge of international accounting standards- cash basis, with at least 3 years of professional experience in accounting and finance
- At least 3 years of specific work experiences in related accounting and financial management with major donor funded projects (particularly with ADB funded projects will be an advantage);
- A past similar assignment of same level and nature in a government or ODA projects is highly desirable
- Familiarity with National Treasury MOF payment procedures will be highly regarded;
- Intermediate to advanced knowledge of English (spoken and written);
- Good computer literacy in Microsoft office (e.g., Word, Excel, PowerPoint), internet and email access
- Experiences in using accounting software will be an advantage.
- Willing and capacity to perform field work, and in-country field travel when required

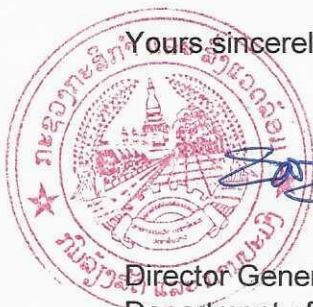
How to apply:

- (i) Submit Expression of Interest
- (ii) Attachments: Cover letter and updated CV/resume

How to apply (local advertisement)

- (i) Interested applicants should submit a letter of interest and curriculum vitaenot later than 10 August **2026** addressed to NPMO by email: thongkh.kl@gmail.com, clhvcip.adb@gmail.com with cc to: vannidathongphan@gmail.com . Only applications received in above NPMO email address before deadline will be considered.
- (ii) For more information, please contact: Mr. Thongkhoun khonglaliane, Project coordinator. **Only short-listed candidates will be notified.**

Yours sincerely,



Director General **Bouahong KHAMHA**
Department of Livestock and Fisheries