REQUEST FOR EXPRESSIONS OF INTEREST
LAO PEOPLE'S DEMOCRATIC REPUBLIC
MINISTRY OF INDUSTRY AND COMMERCE
National Implementation Unit

Second Lao PDR Competitiveness and Trade Project (LCTP 2)
(Project No. P512702)

Finance Assistant
(Ref. No. IOC003)

The Ministry of Industry and Commerce (MOIC) of the Government of Lao PDR has received a grant from Australia's Department of Foreign Affairs and Trade (DFAT) through the Umbrella Facility for Trade Multi-Donor Trust Fund 2.0, administered by the World Bank, toward the cost of the Second Lao PDR Competitiveness and Trade Project (LCTP 2), and intends to apply part of the proceeds to recruit project staff under the project's Incremental Operating Costs.

The National Implementation Unit (NIU) is now seeking a qualified individual for the position of Finance Assistant. The objective of this assignment is to support the NIU Finance Unit with day-to-day financial administration, documentation, bookkeeping and follow-up, under the supervision and mentoring of the National Finance Officer.

The services of the Finance Assistant are required for a period of up to 28 months, starting in December 2026, on a full-time basis, ending no later than 31 March 2029. The Finance Assistant will be based at the National Implementation Unit (NIU), Permanent Secretary Office, MOIC, in Vientiane, Lao PDR, under the overall supervision of the Project Manager and the day-to-day supervision of the National Finance Officer. Contract extensions shall be subject to the availability of funds and a positive annual performance evaluation. Full ToR can be accessed via this URL: **https://tinyurl.com/yc6n59u4**

To qualify for the assignment, a prospective candidate shall meet the following requirements:

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field;
- At least 2 years of relevant working experience in bookkeeping, accounting, or administrative/finance support; previous experience with donor-funded projects in government agencies is a strong advantage;
- Familiarity with accounting and bookkeeping principles and record-keeping practices;
- Proficiency in Microsoft Office, particularly Excel; familiarity with accounting software is an advantage;
- Good organizational skills and close attention to detail;
- Honesty, integrity, reliability, and willingness to work under close supervision;
- Fluency in Lao; basic English reading and writing skills.

The Finance Assistant will be recruited as contracted staff, funded under the project's Incremental Operating Costs, through a competitive selection based on the qualifications and experience set out above. The attention of applicants is drawn to paragraphs 3.13, 3.15 and 3.16 of the World Bank 'Procurement Regulations for IPF Borrowers', Sixth Edition, February 2025, setting forth the World Bank's policy on conflict of interest.

Interested applicants should submit their applications and provide information indicating that they are qualified to perform the services **(curriculum vitae with expression of interest, and references).** Expressions of interest must be delivered to the address below no later than **12 November 2026, 16:00 hours (Vientiane time)** (submissions via email are also acceptable). Only short-listed candidates will be contacted.

Attn: Mr. Sengphanomchone Inthasane, Deputy Permanent Secretary, Project Director
CC: Ms. Sonevilay Pheangthavanh, Procurement Coordinator
National Implementation Unit (NIU), Ministry of Industry and Commerce
Ban Phonxay, Xaysettha District, Vientiane Capital, Lao PDR
Tel/Fax: +856 (21) 41 39 16
E-mail: procurement@laomoic.org ; cc: sonevilay.ph@laomoic.org

Scan to download TOR