



Announcement Voluntary/Trainee Lao National

The predecessor of the Microfinance Association (MFA), the Microfinance Working Group for the Lao PDR (MFWG), was founded in May 2007 by a group of microfinance practitioners as an informal platform to exchange experience, represent microfinance sector interests and coordinate donor activities. In October 2013, the MFWG obtained its temporary license as a non-profit association (NPA) from the Ministry of Home Affairs (MoHA). As a consequence, its name changed to Microfinance Association (MFA).

MFA provides opportunity to graduated student to start job as a voluntary/trainee with MFA as Office Assistant, based in Vientiane Capital. This internship is an excellent introduction into the world of non-profit association (NPA) and Microfinance sector. The student will be prepared for a career with Association /Microfinance Institutions and NPA.

Duties and responsibilities:

- Assists for administrative, financial/accounting management, e.g. logistics, bank withdrawals, petty cash, etc
- Pays invoices, delivering and collecting documents
- Ensures that the necessary office supplies are available
- Welcome and provide services to visitors/guests
- Assists with filing documents in reference files or line with MFA's filing rules
- Purchases office equipment and supplies within set value limits and update inventory list
- Assists for organisation of MFA activities, e.g trainings, workshops, meetings, expose visit
- Assists for updating PR issues, e.g updating website, newsletters, etc
- Assists to collect performance data of MFIs members
- photocopies and scans documents as needed
- performs other duties and tasks at the request of management

Qualifications:

- Certificate or higher degree in Accounting, Finance, Business Administration or similar field
- Good spoken and written English and Lao language skills
- Good computer skills (familiar with windows, excel, power point, internet)
- Be capable of working independently
- Friendly and be able to work in team
- Flexible, Initiative and willing to learn

Start date for this position: ASAP

Interested students should submit a full application to: Microfinance Association (MFA), Simuang Village, Sisattanak District, P.O.Box: 4030, Vientiane Capital, Lao P D R, Email: mfa@laomfa.org Web: www.laomfa.org. Office Tel: +856 21 226018/+856 30 9481265 /Fax: +856 21 226019

Internship details:

The position are currently posted as unpaid, although a small gasoline cost will be available, we request a minimum commitment of 20 hours a week, scheduling is flexible.

Application closing date is