



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

## VACANCY ANNOUNCEMENT FOR LAO NATIONAL Human Resources Associate at ICS-6 Level Contract 12 months - renewable

UNDP is seeking an experienced Lao national Human Resources Associate at ICS-6 level. Under the guidance and direct supervision of the Human Resources Analyst/Unit manager, the HR Associate ensures execution of transparent and efficient HR services in the Lao Country Office (CO). The HR Associate promotes a collaborative, client-oriented approach and supports the maintenance of high staff morale.

### Duties and responsibilities

- ❑ Full compliance with HR recording and reporting systems and with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.
- ❑ Implementation of recruitment processes, provision of input to job classification process, vacancy announcements.
- ❑ Provision of advice on recruitment for UN Agencies administered by UNDP.
- ❑ Administration of international staff and experts' entitlements appointed to CO.
- ❑ Creation and updating of charge of account (COA) information, setting up vendor profiles, performing the functions of GP Administrator and Absence Processor in Atlas.
- ❑ Preparation of contracts for fixed-term appointments for local staff working in the UN agencies and international staff in the CO, service contracts for CO and UN agencies and recurring purchase orders in Atlas. Timely follow up with finance staff on global payroll issues
- ❑ Facilitation of the performance appraisal process and acting as alternate secretary of CRG.
- ❑ Input and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas.
- ❑ Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.
- ❑ Maintenance of the CO staffing table for local staff members.
- ❑ Support in organization of HR training for UNDP staff members.

### Qualifications and experience

- Secondary education with specialized certification in HR. University degree in HR, Business or Public Administration would be desirable, but it is not a requirement
- At least 6 years of progressively responsible human resources experience is required at the national or international level
- Fully computer literate and experience in handling of web based management systems
- Fluency in spoken and written English

**This UNDP fixed-term appointment is based in the UNDP Country Office in Vientiane.**

Detailed job description available in the Human Resources Office and

<http://www.undplao.org/vacancies/>

The applicants are required to [Apply Online](#) via the website above

Please apply by **25 January 2010** to:

Telephone: (856-21) 267777 or Fax: (856-21) 267799

**Female candidates are encouraged to apply**

**Only short-listed candidates will be contacted for interview**