



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-7 Level Contract 12 months - renewable

UNDP is seeking an experienced Lao National Associate at ICS-7 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. 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 and proper functioning of the HR management system.
- Provision of advice and information on corporate strategies, changes in rules and regulations, implementation of personnel rules, strategic use of contractual modalities, application of entitlements, change management processes.
- Organization of recruitment processes and job classification process, provision of advice on recruitment in UNDP projects.
- Administration of International staff and experts' entitlements delegated to CO.
- Update of positions data in Atlas, link of positions to Charge of Account (COA), setting up vendor profiles, performing the functions of HR Administrator and Position Administrator in Atlas.
- Preparation of contracts fixed-term appointments for local staff working in the CO and international staff in the projects. Timely follow up with finance staff on global payroll issues.
- Monitoring and tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivities, recoveries, adjustments and separations through Atlas.
- Maintenance of a roster of suitably qualified candidates.
- Facilitation of the performance appraisal process and acting as alternate secretary of CRG.
- Participation in preparation of the whole office learning plan and individual learning plans in consultation with the senior management, HR Analyst and Learning Manager.

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 7 years of progressively responsible HR 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 **27 Jan 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