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VACANCY ANNOUNCEMENT
International Technical Expert (Consultant) for Results Based-Management & Capacity Development One Stop Service Centre

Location: LAO PDR, Vientiane Capital
Application deadline: 30 April 2010
Type of Contract: SSA
Languages Required : English
Starting Date : July 2010
Duration : 6 months (with possibility to renew)

Background:

The Capacity Development for National Implementation project is implemented by the Department of International Cooperation of Ministry of Planning and Investment (DIC/MPI) of Lao PDR. This project initiated in June 2009 intends to increase development effectiveness of UNDP-supported projects and other development programmes/projects in Lao PDR, until the end of the current UNDAF cycle (-2011). This project is of particular importance as an umbrella project that provides assistance and advisory services to all the UNDP-supported projects that are nationally implemented. The overarching objective is to develop, consolidate, and sustain management capacities of National Implementing Partners to plan, coordinate and implement ODA projects and monitor the results more effectively and efficiently, so as to help achieve national development goals including the MDGs. It will focus on key areas ranging from results-based management including monitoring and evaluation, to financial management, human resources management, procurement and asset management. The project is aimed also at contributing to harmonization of donor practice, especially among UN ExCom Agencies but beyond, in light of the Vientiane Declaration for aid effectiveness. Furthermore, the project is expected to help increase development partners' reliance on the Government's own systems and procedures that are up to international standard.

Under the overall guidance of Director General of the Department of International Cooperation (DIC) of Ministry of Planning and Investment (MPI), the **RBM Technical Expert** will be working closely with the Project manager, the National Technical Specialist and project team on a day to day basis. He/she will be responsible for facilitating the setting up and development of the "RBM & Capacity Development One Stop Service Center" to be fully functioning by the end of 2011, and strengthening the related capacities of DIC/MPI through support and provide technical inputs and advice on the effective development and implementation of the "RBM & Capacity Development One Stop Service Center". The Expert will also provide training to DIC's core staff in advisory services on RBM, financial management, human resource management, procurement and asset management. The **RBM Technical Expert** will be situated within the Department of International Cooperation of MPI

Duties and responsibilities:

- Strategic guidance and Advice to DIC/MPI to develop effectively functioning of "RBM & Capacity Development One Stop Service Center".
- Provision of Technical, Capacity Building and Institutional Support to DIC/MPI to ensure effective management of ODA programmes/projects
- Strengthening partnership and coordination with key stakeholders for capacity development on policy advisory services and management of UNDP supported projects and other ODA programmes and projects

Detailed Terms of reference can be downloaded at <http://www.undplao.org/vacancies>

Expected outcomes / results

- Availability of TORs of "RBM & Capacity Development One Stop Service Center" and the centre's staff
- Availability of DIC/MPI capacity development response strategy and plan
- Capacity building of DIC/MPI (core staff) in ODA programme/project management on RBM, financial management, Human Resource management, Procurement and asset management.

Competencies:

- Excellent Analytical Skills
- Excellent communication skills (written, verbal, and interpersonal)
- Results orientation

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- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.

Qualifications and experience

- Master degree or Post Graduate level in Capacity Development, International Development, Management, International Relations, Laws or other related fields
- A minimum of 8 years of relevant professional and technical experience working on capacity development/building, Programmes/project management, Human Resources management, and training
- Experience in conducting policy analysis and providing policy advice on programme/project management
- Knowledge and professional experience in capacity development/building
- Understanding of government system, and situation of developing country
- Proven record in the writing of research papers, policy analysis and recommendations, and reports
- Work experience in Developing countries with support of ODA supported programmes
- Excellent computer skills, including full working knowledge of standard word processing, and presentation software packages, etc

Requirements for submission of applications:

- a) All interested and qualified candidates should apply on-line through the UNDP website at <http://www.undplao.org/vacancies> or <http://jobs.undp.org>. **The UNDP will only accept applications submitted on-line.** Please ensure that you have completed the UNDP Personal History Form (P11) before making the on-line application. The electronic version of the P11 can be downloaded from <http://www.undplao.org/vacancies> (Current Vacancies Section). The completed P11 form further should be uploaded while applying on-line;
- b) Detailed financial offer: Lump sum offer with clear cost breakdown (international travel, consultancy fee and DSA).

Note: Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at <http://www.undplao.org>