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## VACANCY ANNOUNCEMENT Procurement/Logistics Assistant

**Location:** LAO PDR, Vientiane Capital  
**Application deadline:** 12 September 2010  
**Type of Contract:** SSA  
**Languages Required :** English  
**Starting Date :** 15 September 2010  
**Duration of Contract :** 2.5 month period

### Background:

The Government of the Lao PDR will host the First Meeting of States Parties to the Convention on Cluster Munitions (1MSP) from 9-12 November 2010 and a field trip to Xieng Khouang province is planned prior to the 1MSP. Some 600 participants of states delegates are NGOs' representative will gather as well as the media, and it will be the largest conference that the Government of the Lao PDR will ever host. UNDP Lao PDR supports the 1MSP through policy advice and project support.

The project "Establishment and Support to the National Regulatory Authority (NRA) in the UXO sector" is the main vehicle to implement the 1MSP and entails a great component of international and local procurement of goods and services to convene the 1MSP.

### Purpose:

Under the matrix management of Chiefs of the Crisis Prevention and Recovery Unit and UNDP Procurement unit, the Procurement/Logistics Assistant provides procurement/logistics services to the UNDP and NRA project by ensuring high quality and accuracy of work. The Procurement/Logistics Assistant works in close collaboration with the operations, programme and project staff to exchange information and ensure consistent service delivery.

### Duties and responsibilities:

- Assist in implementation of the 1MSP procurement plan through procurement of goods and services for UNDP and NRA; Assist in preparation of request for proposals/quotations, technical specifications.
- Market research of potential suppliers of required goods and services and gathering information in one database.
- Collection of quotations and preparation of evaluation reports for review by UNDP and Project.
- Distribution of received goods to relevant partners;
- Assets control;
- Maintain all fillies and records with further submission to UNDP;
- Assist in customs clearance of shipments.
- Other duties which may be requested by UNDP and Project.

Detailed Terms of Reference can be downloaded at [www.undplao.org/vacancies/procurement](http://www.undplao.org/vacancies/procurement)

### Competencies:

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

1. Bachelor degree in fields related to Business Administration, Public Administration, Finance, Economics,
2. Minimum 2 years of experience at the national level in procurement;
3. Previous experience in providing procurement support of a large conference is an asset.
4. Ability to research and gather information from a variety of external and internal sources;
5. Ability to perform a variety of standard tasks related to contract, asset and procurement; management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information, control of assets;

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6. Focuses on result for the client and responds positively to feedback
7. Consistently approaches work with energy and a positive, constructive attitude. Remains calm, in control and good humored even under pressure
8. Ability to foresee risks and allow for contingencies in planning.
9. Good working knowledge of MS Office applications
10. Fluency in English and Lao.

### **Requirements for submission of applications:**

Please send your letter of interest, expected remuneration and updated CV to the following email address: [lao.procurement@undp.org](mailto:lao.procurement@undp.org) before close of business 12 **September 2010**.

**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>