

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  
Programme Associate (Poverty Reduction Unit)  
Fixed Term Appointment (FTA) at ICS-6 level  
Contract 12 Months - Renewable**

**Background**

UNDP Lao PDR seeks qualified candidates for the post of Programme Associate to support programme implementation consistent with UNDP rules and regulations to ensure effective delivery of the UNDP Country Office (CO) programme. The Poverty Reduction Programme promotes a client, quality and results-oriented approach and works in close collaboration with the operations, programme and projects staff in the CO and with external partners including Government and development partners. The Programme Associate works closely with Programme Analysts of the Poverty Reduction Unit as required for supporting the programme delivery and exchange of information.

**Duties and responsibilities**

- Support to formulation of country programme, work plans, budgets, and proposals for implementation
- Support to management of Poverty Reduction Unit projects/ programmes
- Provide guidance to the implementing agencies on routine implementation of projects
- Review project financial and substantive reports and help Programme Analyst to prepare project budget in ATLAS
- Assist and arrange appointments, organize meetings and draft correspondence
- Track and report on mobilized resources. Review and follow up contributions agreements
- Contribute to CO newsletter and website, UNDP knowledge networks and communities of practice
- Maintain the donor reporting system and ensure delivery of the report to donors in a timely manner
- Update project factsheets and other public information material
- Maintain the counterpart and partner contact list for the unit

**Competencies**

- Demonstrate commitment to UNDP's mission, vision and values
- Work actively toward continuing personal learning and development in one or more practice areas, act on learning plan and apply newly acquired skills
- Ability to carry out a wide range of varied, inter-related complex administrative services
- Focus on result for the client and respond positively to feedback
- Consistently approach work with energy and a positive attitude
- Ability to analyse problems carefully and logically
- Ability to contribute effectively in team-based activities

**Qualifications and experience**

- Secondary education or university degree in Accounting, Finance or Administration or other related field (Bachelor degree)
- At least 5 - 6 years of relevant experience in programme and project accounting and financial management required at the national and international level
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Experience in handling of web-based management systems
- Good written and spoken communication in both English and Lao

**This is UNDP Fixed Term Appointment, 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 **22 April 2011**

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

**Female candidates are encouraged to apply**  
**Only short-listed candidates will be contacted for interview**