



## VACANCY ANNOUNCEMENT FOR LAO NATIONAL FINANCE OFFICER

<b>Project Title:</b>	UNDP Community Participation and Communication Support Programme (CPCSP)
<b>Position Title:</b>	Finance Officer
<b>Duty Station:</b>	Vientiane Capital, Lao PDR with possible field trips to remote districts
<b>Languages:</b>	English, Lao
<b>Duration of Appointment:</b>	One year with possibility of extension subject to satisfactory performance
<b>Expected Starting Date:</b>	March 2011

### Background

The CPCSP is a four-year programme [2011-2014] aiming to advance civil society through community media in Lao PDR. Since 2006, UNDP has been working in partnership with the Ministry of Information and Culture to pilot community radio in Khoun District, Xiengkhouang. In 2007, the first station operated by community volunteers was launched. In line with the Government's plan to expand community radio stations to the 47 poorest districts of the country, UNDP will support the scaling up of community and help develop local capacity to sustain them in the longer term. In addition, the programme will help community radio to further develop institutionally. The programme will seek to identify lessons-learned, take stock of best practices and contribute to an enabling environment for bottom-up communication, access to information and greater inclusiveness.

The programme is seeking a qualified **Finance Officer** who can provide significant support to the Programme Office based in Ministry of Information and Culture in Vientiane during the course of the programme implementation.

### Duties and Responsibilities

Under supervision of the Programme Coordinator (PC) and Programme Manager (PM), and working as a member of the programme team, s/he provides support to the development of all financial matters related to the programme. The Finance Officer will be responsible for advising on the financial management of the programme and the maintenance of accurate accounting and financial records and reports, in accordance with the programme document and UNDP Guidelines for Nationally Executed Projects. The Finance Officer's major tasks will include, but not necessarily be limited to, the following:

#### Specific responsibilities

- Maintaining proper financial records and files in accordance with prevailing procedures
- Preparing draft financial reports for the project team and advising them accordingly
- Monitoring, analyzing and supervising expenditures by project with respect to approved budgets and work-plans
- Assisting the PM and PC to prepare work plan, budgets and estimates of project quarterly expenditure
- Realizing, on a monthly basis, bank, CDR and expenditures reconciliations against project budget
- Compiling monthly, quarterly and annual expenditure reports for the PM and Project Coordinator and project team and providing expenditure updates as required
- Preparing requests for direct payment and requests for advance payments to project operating account
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property
- Liaising with UNDP Finance Unit and UNDP Programme Analyst and Programme Associate as required
- Briefing people or organizations in receipt of payments from the project on financial procedures and requirements
- Ensuring financial guidelines are followed and best practices maintained during the project implementation
- Manage office activities, stationary and office equipment and office inventory
- Performing other relevant duties as required

### Qualifications and Experience

- Recognized accounting qualification; Knowledge of modern accounting and office procedures
- At least three years accounting experience
- Proven spreadsheet (Excel), typing, word-processing and personal computer ability
- Experience working with development projects an advantage
- Fluency in English and Lao, with reasonable written and oral communications skills
- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups; Strong inter-personal skills and ability to work well with (ethnic) communities
- High degree of self-motivation, ability to inspire and be inspired; willingness to be based in Vientiane capital and undertake prolonged field trips to remote districts

Detailed job description available in the website: <http://www.undplao.org/vacancies/>

Please send detailed CV by **08 March 2011** to: **Governance Unit - UNDP Office, Vientiane, indicating on the envelope:**

**(Application for Finance Officer for Community Media Programme)**

Email: [lao.recruitment@undp.org](mailto:lao.recruitment@undp.org) or telephone: (856-21) 267777 or Fax: (856-21) 267799

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