



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  
Partnership Management and Reporting Analyst at NO-B Level (FTA)  
Contract 12 months - renewable**

UNDP is seeking a Partnership Management and Reporting Analyst to provide high quality reports and proposals on the UXO and disaster risk reduction project; managing to manage partnerships, to support resource mobilization; and to build capacity of project counterparts to improve reporting skills. The Partnership Management and Reporting Analyst will have the following duties and responsibilities:

**Duties and responsibilities**

- External and internal analysis for assessing opportunities for resource mobilization
- Analysis of key development and sectoral policies currently being discussed and implemented in the country and among key donors willing to support policies
- Development and implementation of a donor intelligence strategy (partners, needs and priorities, perception of UNDP by its current and potential future partners, and projection of UNDP' added value and potential role)
- Review and analysis of quarterly, semi-annual and annual reports from projects under the CPR unit
- Preparation of regular and ad-hoc donor reports in compliance with results-based reporting
- Update of UNDP CO webpage on Crisis Prevention and Recovery and project portfolio under the CPR unit in cooperation with the communications unit
- Development and update of fact sheets, briefing kits and other donor documents
- Management of the office web sites based on corporate requirements

**Competencies**

Development and Operational Effectiveness

- Ability to lead planning and reporting
- Strong analytical skills
- Excellent knowledge of drafting, presentations and report writing skills
- Ability to provide input to elaboration of project proposals
- Excellent knowledge of project lifecycles
- Ability to plan and organize work programmes
- Strong IT skills

Management and Leadership

- Focus on results and respond positively to feedback.
- Demonstrate openness to change and ability to manage complexity
- Demonstrate strong oral and written communication skills
- Demonstrate a client-oriented approach to work

**Qualifications and experience**

- Master's Degree in International Relations, Social Sciences, Business Administration, Public Administration, Political Science, Economics or related field
- Minimum 2 years of relevant professional experience in the field of development and humanitarian affairs at the national or international level
- Fluency in written and spoken English is required

**This UNDP fixed-term appointment is based in the UNDP Country Office in Vientiane.**

**Detailed job description** available in the Human Resources Office and on line from

<http://www.undplao.org/vacancies/>

**The applicants are required on-line via the website above by 24 February 2011**

Telephone: (856-21) 267 777 or Fax: (856-21) 267 799

**Female candidates are encouraged to apply**

**Only short-listed candidates will be contacted for interview**