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**VACANCY ANNOUNCEMENT FOR LAO NATIONAL
Procurement and Logistics Assistant at SC-4 level (SC)
*Contract 12 months - renewable***

UNDP is seeking a Procurement/Logistics Assistant to be a team member of the Procurement/Logistics Unit in the UNDP Country Office. The incumbent will work in close collaboration with the Finance Unit, the Policy and Management Support Unit, other Operations units, Programme units in the CO and project teams, UNDP HQ staff and Government officials to successfully deliver procurement and logistical services. The Procurement/Logistics Assistant promotes a client, quality- and results-oriented approach

Duties and responsibilities

- Support implementation of operational strategies
- Support procurement processes (RFQ, ITB, RFP)
- Support implementation of sourcing strategy
- Maintain and oversee the Procurement Unit filing system
- Support oversight of monthly ATLAS reports
- Support knowledge building and knowledge sharing

Competencies

- Demonstrate initiative; results oriented
- Ability to execute day-to-day tasks systematically and effectively
- Display cultural, gender, religious, race, nationality and age sensitivity and adaptability

Qualifications and experience

- Secondary education. University degree in Business or Public Administration would be desirable, but it is not a requirement
- At least 2 years' experience at the national or international level in procurement/logistics/administrative services
- Experience in the use of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems
- Working knowledge of English and Lao

This UNDP service contract is based in the UNDP Country Office in Vientiane.

Detailed job description available in the Human Resources Office and online from
<http://www.undplao.org/vacancies.htm>

The applicants are required to **apply 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