



VACANCY ANNOUNCEMENT FOR LAO NATIONAL Programme Coordinator

Project Title:	UNDP Community Participation and Communication Support Programme (CPCSP)
Position Title:	Programme Coordinator
Duty Station:	Vientiane Capital, Lao PDR with frequent and prolonged field trips to remote districts
Languages:	English, Lao
Duration of Appointment:	One year with possibility of extension subject to satisfactory performance
Expected Starting Date:	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 to the 47 poorest districts of the country, UNDP will support the scaling up of community radio stations 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 **Programme Coordinator** who can provide significant support to the Programme during the course of its implementation.

Duties and responsibilities

Programme coordinator's duty is to support the Programme Manager in daily management of programme activities as well as lead the programme implementation in the field. S/he is expected to work closely with the assigned UNDP staff, International consultant(s) and concerned government officials.

Specific responsibilities

- Plan the activities of the Programme and monitor progress against the initial quality criteria
- Coordinate the development of a gender checklist in the beginning of the programme and monitor its use in all programme activities
- Manage the support team and be responsible for administration
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications
- Manage requests for the provision of financial resources by UNDP; Monitor financial resources and accounting to ensure accuracy and reliability of financial reports
- Be responsible for managing issues and requests for change by maintaining an Issues Log
- Prepare the Programme Quarterly Progress Report and submit the report to the Programme Manager, Board and Programme Assurance; Based on the review, prepare inputs to the AWP for the following year
- Prepare the Annual Programme Review Report, and submit the report to the Programme Manager and Board
- Arrange promotion tours, peer visits and field trips; Facilitate the creation of community media organizations
- Mobilize and train community volunteers; ensure equal participation from women and ethnic groups
- Analyze the strengths and limitations of sites and ensure that the project's target groups benefit from programme
- Review the strengths and weaknesses of the 'scaling-up strategy' and carry out adjustments

Qualifications and experience

- Maturity, gender-sensitivity and proven ability to work productively and respectfully with local communities from ethnic groups
- High degree of self-motivation, ability to inspire and be inspired; willingness to be based in a provincial capital in Lao PDR and undertake prolonged field trips to remote districts
- Good communication skills in English and Lao language; Ethnic language skills highly desirable
- Mastery of office computer software (Word, Excel, PowerPoint)
- Secondary education or higher degree in Social Sciences, Rural Development or Pedagogy
- Proven track record in supporting community-driven processes, involving ethnic minorities
- Demonstrated knowledge and understanding of participatory approaches
- Familiarity with (community) media and sound technical skills

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 Programme Coordinator for Community Media Programme)

Email: 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