



VACANCY ANNOUNCEMENT FOR LAO NATIONAL Programme Driver

Project Title: UNDP Community Participation and Communication Support Programme (CPCSP)
Position Title: Programme Driver
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 Driver** who can provide significant support to the Programme Office based in Ministry of Information and Culture during the course of the programme implementation.

Duties and responsibilities

The Programme Driver will be contracted to serve as a driver, and to conduct some technical officer duties on request for the programme daily activities. S/he is expected to work closely with the programme's staff to assist them as required in terms of driving, technical and office administrative tasks.

Specific responsibilities

- Drive office and mission staff both locally and nation-wide
- Meet CPCSP officials at the airport and facilitate immigration and customs formalities
- Log official trips, daily mileage, gas consumption, oil changes, lubrication, etc.
- Take charge of the day-to-day maintenance of assigned vehicle
- Collect and deliver mail as required. Undertake clerical tasks as required, such as photocopying, processing forms and other general support to the administrative functions of the programme

Qualifications and experience

- Secondary education
- Valid driver's license
- Knowledge of driving rules and regulations of Laos and Thailand
- Minimum of 5 years work experience as a driver
- Safe driving record
- Knowledge of driving rules and regulations and skills in minor vehicle repair
- Familiarity with office rules and procedures on the use of official vehicle
- Good communication in Lao and English

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 Driver 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