



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Partnership Management and Reporting Analyst**  
Position Number:  
Department: **Crisis Prevention and Recovery Unit**  
Reports to: **Unit Chief**  
Position Status:

Classified Grade: **NOB**  
Position Classified by: **HR, UNDP Vientiane**  
Classification Approved by: **Resident Representative, UNDP Vientiane**

### II. Organizational Context

The Lao PDR has an unwanted distinction of being the most heavily bombed country in the world. More than half a million US bombing missions were carried out between the years 1964 to 1973, delivering more than two million tons of explosive ordnance on the country. Up to 30% of the munitions malfunctioned and remained as unexploded ordnance (UXO). Such UXO continues to remain in the ground, maiming and killing average up to 300 people per year and hindering sustainable development and MDGs achievement even over 35 years after the ceasefire. The Government of the Lao PDR has been actively participating in the international movement for development of the Convention on Cluster Munitions. In addition, the Government demonstrated its further commitment to the Convention by hosting the First Meeting of States Parties (1MSP) in November 2010, and is to assume the presidency of the Convention for one year thereafter. In this context, UNDP CO has been assisting the Government of the Lao PDR in addressing long-term humanitarian and development challenges posed by the UXO since 1996.

In addition, the Lao PDR is prone to natural disasters such as river floods, drought, fires, and storms. These recurrent natural hazards often result in human and economic losses, and poor rural communities whose livelihoods depend heavily on agricultural activities often suffer the most. From 2000 to 2007 alone, more than 1 million people in the Lao PDR were affected by floods and close to 100,000 people by droughts. The damage caused by these floods and droughts during the 8 years exceeded USD 8 million. Further losses and damages were experienced during the 2008 floods along Mekong River, and more recently in 2009 onwards by Typhoon Ketsana in the Southern Provinces which are also among the poorest and most heavily UXO contaminated areas of the country. Against this backdrop, UNDP CO is now expanding the scope of its work to support a comprehensive capacity development programme for the National Disaster Management Office (NDMO).

The Crisis Prevention and Recovery (CPR) Unit of UNDP Lao PDR is managing projects portfolio of UXO and disaster risk reduction. Delivery of those projects under the CPR unit covers 40% of the whole Country Office's delivery. Those projects are funded by more than 10 different donors including the complexation of earmarked and un-earmarked contributions.

### III. Functions / Key Results Expected

#### Summary of key functions:

Under the direct supervision of Chief of the CPR Unit, the incumbent supports the CPR team in

providing timely and high quality reports and proposals on the UXO and disaster risk reduction projects. In doing so, she/he will contribute to partnerships development and Unit's resource mobilization. She/he is also responsible for building capacity of project counterparts to improve quality of reporting.

The incumbent will be responsible for the following duties in closely working with programme and project staff under CPR unit portfolio:

1. Managing partnership and developing sound resource base for the CPR unit
2. Monitoring and Supporting compliance with donor requirements and reporting results
3. Supervision of the design and maintenance of the UNDP web site, intranet, CO web-based knowledge management system

1. Managing partnership and developing sound resource-base for the CPR unit

- 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 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)
- Drafting and revision of agreements with donors in closely working with PMSU, and monitoring of overall implementation of agreements
- Maintenance of an information system for donor agreement management, including tracking donor agreements, obligations, other delivery requirements, grant tranches or installment schedules, reporting schedule and reporting requirements

2. Monitoring and supporting compliance with donor requirements and reporting results

- 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
- Development and update of fact sheets, briefing kits and other donor documents
- Good coordination and support to the Unit resource mobilisation activities
- Perform other duties that may be required by Unit Chief and Country Office Management.

3. Provides support to the maintenance of the UNDP Lao PDR web site on CPR, intranet, CO web-based knowledge management system focusing on achievement of the following results:

- Management of the office web sites based on corporate requirements in cooperation with the communication unit.
- Preparation of the content for the web sites to ensure consistency of the materials.

## IV. Impact of Results

- Delivery of timely and high quality of reporting according to the donors' and UNDP's requirement
- Formulation of proposals, regularly updated fact sheets, briefing kits and other donor documents
- Enhanced capacity and efficiency within the CPR unit and projects in the preparation and monitoring of project agreements, approvals, and reporting with implementing partners
- Improved partnership development and resource mobilization in the Unit and sustainable funding base for the Unit's programmes/projects
- Good coordination and support to the Unit resource mobilisation activities

## V. Competencies

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### Functional Competencies:

#### Knowledge Management and Learning

- Shares knowledge and experience and provides helpful advice to others in the office.
- Ability to develop systems for structuring, codifying and providing access to information and knowledge.

#### Development and Operational Effectiveness

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

#### Management and Leadership

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

## VI. Recruitment Qualifications

Education:

Master Degree in International Relations, Social Sciences, Business Administration, Public Administration, Political Sciences, Economics or related field.

Experience:	<p>Minimum 2 years of relevant professional experience in the field of development and humanitarian affairs at the national or international level.</p> <p>Experience in research and policy-level analysis, design, monitoring and evaluation of development projects.</p> <p>Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programmes for data analysis.</p>
Language Requirements:	Fluency written and spoken English is required

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date