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VACANCY ANNOUNCEMENT FOR LAO NATIONAL Information Management Assistant at ICS-5 level (FTA) *Contract 12 months (renewable)*

Background

Under the guidance and supervision of the direct supervisor, the Information Management Assistant ensures to provide effective and efficient registry services and supervises the Receptionist and Messenger. The Information Management Assistant demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds. The Information Management Assistant works in close collaboration with the Operations, Programme and project staff in the CO and other UN agency staff to ensure consistent registry service delivery.

Duties and responsibilities

- Set up and maintenance of the office filing system in accordance with the UNDP Global Filing System
- Opening of new subject files as required and disposal of old files in accordance with the established retention schedule
- Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents
- Coordination of Registry and Receptionist functions
- Supervision of the Receptionist and Messenger
- Participation in the creation and maintenance of an electronic registry/archive system in close cooperation with the ICT staff
- Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper departments, units and offices
- Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for

Qualifications and experience

- Secondary Education. Certification in Business Administration is an asset
- At least 5 years of relevant administrative experience is required
- Experience in working in a multi-national setting(s) with people from different cultural backgrounds is an asset
- Ability to work with computer and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages
- Fluency in English and Lao language

This UNDP Fixed Term Appointment (FTA) is based in the UNDP Country Office in Vientiane.

Detailed job description available in the Human Resources Office and

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

The applicants are required to **Apply Online** via the website above

Please apply by **14 March 2011** to:

Telephone: (856-21) 267777 or Fax: (856-21) 267799

Female candidates are encouraged to apply
Only short-listed candidates will be contact for interview