



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help build a better life.

**VACANCY ANNOUNCEMENT FOR LAO NATIONAL
Programme Assistant (Crisis Prevention and Recovery Unit)
Service Contract (SC-6 level)
Contract 12 months (renewable)**

UNDP is seeking a qualified national Programme Assistant, to provide project support services to UXO Lao and the NRA ensuring high quality, accuracy and consistency of work. The Programme Assistant will have the following duties and responsibilities:

Duties and responsibilities

- Support to management of the projects for UXO Lao and the National Regulatory Authority for the UXO Sector (NRA)
- Create projects in Atlas, prepare budget revisions, project settlement, revision of project award and project status, determine unutilized funds, operational and financial closure of a project.
- Support follow up of the support service request implementing partners such as procurement, travel, recruitment of human resources
- Support maintenance of the filing system. Use of automated filing system.
- Coordinate the information flow within the unit and with other units.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the documents.
- Draft letters, interoffice memos, minutes of meetings when required, translations when required; and any other documents
- Support arrangements of travel, meetings, and appointments required by the CPR unit members.
- Review of contributions agreement for the projects, managing contributions in Atlas.
- Support to knowledge building and knowledge sharing

Competencies

- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Actively work towards continuing personal learning, acts on learning plan and apply newly acquired skills
- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of Programme/projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit
- Focus on result for the client and respond positively to feedback
- Consistently approach work with energy and a positive, constructive attitude
- Remain calm, in control and good humor even under pressure

Qualifications and experience

- Post Secondary Education, preferably with specialized certification/diploma in Business Administration
- A university degree (BA) in Business or Public Administration, Economics, Political Sciences, Social Sciences and International Relations would be desirable, but is not a requirement
- 5 to 6 years of relevant administrative or programme experience is required at the national or international level.
- Knowledge of ATLAS is an advantage. Experience in the use of computers and office software packages and handling of web based management systems.
- Fluency in 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 on line from
<http://www.undplao.org/vacancies/>

The applicants are required on-line via the website above by 21 October 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