



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 INTERNATIONAL  
Technical Specialist (Governance and Civil Society)  
Fixed Term Appointment (FTA) – P4 Level  
Initial Contract 12 Months (renewable)  
*Development project funded (DPF) post***

UNDP Lao PDR seeks qualified candidates for the post of Technical Specialist to the Ministry of the Home Affairs (MoHA), Ministry of Foreign Affairs (MoFA) and Ministry of Information, Culture and Tourism (MICT) to support the Department, which are responsible for the implementation of the Civil Society Support Programme and the Community Participation and Communication Support Programme. The Technical Specialist will work closely with the two programme support teams and officials of the Government of Lao PDR including the relevant line ministries and provincial departments to ensure that the overall objectives of the programmes will be achieved.

**Duties and responsibilities**

- Provide technical advice and capacity support for the two UNDP programmes to ensure that programme outputs will be achieved
- Ensure appropriate links with the programme implementing partners and other relevant Government institutions, such as the National Assembly, Ministry of Planning, Ministry of Finance etc
- Participate in and advise on the design of coherent and clear governmental implementation structures and frameworks for the Decrees on Associations, Foundations and INGOs at different levels (Central, Provincial, City and District)
- Advise on the development of an overall capacity development plan for the decree framework implementation
- Provide technical support and advice on the development of capacity development programmes for relevant staff in the Ministries and in provincial departments
- Provide technical support and advice on effective awareness raising activities addressing government staff and the general public
- Participate in and assist with the formulation and elaboration of the implementation guidelines for the decrees
- Participate in and advise on the scaling up of community media and other civil society initiatives in Lao PDR
- Advise on the development of an overall capacity development plan for Community Associations
- Assist in partnership building and resource mobilization for the programme
- Ensure overall programme coordination and synergy among different programme components

**Qualifications and experience**

- Minimum a Master's Degree in Political Science, Social Sciences, International Relations or a related field
- At least 7 years of substantive experience in governance/civil society capacity development and participation at national and local levels, at least 6 years of which should be in transition/ development contexts
- Extensive experience of managing complex and sensitive programmes and projects in developing countries
- Senior level policy advisory experience in governance and civil society capacity development is essential, with particular emphasis on institutional development, organizational change management and the development of enabling legal frameworks and mechanisms
- Working knowledge of the political and cultural context in Lao PDR and neighboring countries
- Experience in mainstreaming human rights and/or gender in institutional development and capacity development initiatives in developing countries is highly desirable

**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 **28 October 2011**

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

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

