

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 Associate (Governance Unit)  
Fixed Term Appointment (FTA Local - GS6 level)  
Contract 12 Months (renewable)**

UNDP-UNCDF is seeking a qualified National Programme Associate, to provide financial and administrative as well as operational support for the management of the UNCDF-UNDP Joint Programme under the Governance portfolio and the Inclusive Finance Programme. The National Programme Associate will have the following duties and responsibilities:

**Duties and responsibilities**

- Support to formulation of programme strategies and implementation of the United Nations Development Assistance Framework Action Plan (UNDAF Action Plan) and UNDP Country Programme, work plans, budgets, and proposals
- Support to management of the UNDP CO/UNCDF programme/projects
- Provide guidance and to the implementing agencies on routine implementation of projects
- Review programme/project financial and substantive reports and help Programme Analysts to prepare project budget in Atlas
- Track and report on mobilized resources. Review and follow up contribution agreements
- Maintain the donor reporting system and ensure delivery of the reports to donors in a timely manner
- Contribute to CO newsletter and website, UNDP-UNCDF knowledge networks and communities of practices
- Follow up, monitor and update the unit financial monitoring table regularly
- Assist and arrange appointments, organize meetings and draft correspondence
- Update logs, project inventory lists, factsheets and other relevant public information materials
- Facilitation of knowledge building and knowledge sharing
- Maintain the counterpart and partner contact list for the unit
- Maintain database of project files

**Competencies**

- Demonstrate commitment to UNCDF-UNDP's vision, mission and values
- Understand the main processes and methods of work regarding to the position
- Possess basic knowledge of organizational policies and procedures of the position and applies them consistently in work
- Promote a knowledge sharing and learning culture in the office
- Work effectively toward continuing personal learning and development in one or more practice areas
- Ability to carry out a wide range of varied, inter-related complex administrative services
- Focus on results for the clients and respond positively to requests and feedback
- Consistently proactive approach work with energy and a positive attitudes and behaviours
- Ability to analyze and resolve problems carefully and logically
- Research best practices and poses new, more effective ways of doing things

**Qualifications and experience**

- Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable
- Minimum 6 years of progressively responsible administrative or programme experience is required at the national and international level
- Experience in the use of computers and office software packages and handling of web based management systems
- Good written and spoken communication in both English and Lao is required

**This UNDP fixed-term appointment 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 to **Apply Online** 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**