

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 (NRA for the UXO Programme)  
(FTA International – P3 level)  
Initial Contract 12 Months (renewable)  
*Development project funded (DPF) post***

UNDP is seeking a Technical Specialist to provide technical assistance to National Regulatory Authority (NRA) to build its financial and programme management capacity and help monitor its financial operations in close cooperation with NRA management and UNDP's Senior Technical Advisor (STA) to NRA and the Crisis Prevention and Recovery Unit.

**Duties and responsibilities**

- Provision of guidance and coaching to the Finance Unit staff in all phases of their work, including processing request for payments, reports, bank reconciliation, cash management, interest and petty cash management, etc.
- Provision of assistance and training to the Programme & Public Relations (PR) Unit to develop new programme publications, draft work plan and annual reports, and provide final proofreading and editing support
- Provision of technical assistance to the Finance Unit in preparation of timely and accurate reports to NRA management and to UNDP Country Office (CO)
- Monitoring of financial resources through planning, guiding, monitoring and controlling of resources in accordance with UNDP rules and regulations
- Provision of support for resource mobilisation activities carried out in cooperation with UNDP
- Substantive monitoring of the projects, including identification of substantive, operational and financial problems, issues and risks
- Development of quality project proposals and reports to donors

**Impact of Results**

- Increased transparency and accountability within the NRA
- Proper planning, management, tracking and auditing of financial resources in accordance with all applicable rules and regulations
- Enhanced capacity and efficiency of NRA staff in preparation of financial reports, use of financial resources, financial applications and procedures, resulting in increased donor satisfaction.
- Enhanced capacity and efficiency of Programme & PR Unit in programme management, including administration and monitoring of project agreements and reporting and evaluation
- Enhanced capacity of Programme & PR Unit to effectively support NRA Director and STA in external programme liaison and cooperation with international organisations, donors, implementing partners, Government ministries and national organizations
- Enhanced quality of project proposals and reports to donors

**Competencies**

- Proven transfer of skill through capacity in development context
- Ability to meet strict deadlines
- Computer competency, skilled in word processing, spreadsheets, presentation soft wares and electronic diaries (MS office Professional)
- Good public relations skills and strong inter-personal and negotiation skills. Demonstrated ability to work in harmony with staff members of different cultural backgrounds in a professional manner, especially in a mutually-supportive team environment

**Qualifications and experience**

- Master's degree or equivalent in finance/economics, management, business/public administration or related field
- At least 5 years of experience in programme and financial management, proposal writing and project reporting (both narrative and financial), and capacity development on programme and financial management
- Full working knowledge of English (written and spoken); knowledge of Lao and France is an asset

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 **04 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**