



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Technical Specialist (NRA for the UXO Programme)**  
Position Number: **00064626**  
Department: **Crisis Prevention and Recovery Unit**  
Reports to: **UNDP STA, NRA and Head of CPR unit**  
Position Status: **Development Project Funded (DPF) post**

Pre-classified Grade: **P3**  
Approved Grade: **P3**  
Position Classified by: **OHR**  
Classification Approved by: **OHR**

### II. Organizational Context

The Lao PDR is, per capita, the most heavily bombed nation in the world. During the Indochina conflict in the 1960s and 1970s, it was the scene of extensive ground battles and intensive aerial bombardments. Records indicate that over two million tons of bombs were used, including more than 270 million submunitions from cluster munitions, and that up to 30% of them failed to explode. Some 35 years after the war ended unexploded ordnance (UXO) still poses a threat to Lao PDR. As well as causing deaths and injuries, UXO impacts on the lives of Lao people across the country by contributing to food insecurity in limiting safe access to potentially rich agricultural land. In addition, the cost of implementing development projects is increased in UXO contaminated areas when land needs to be cleared causing delays; and in some cases, stops projects entirely.

Today, UXO constitutes a significant obstacle to the achievement of the Millennium Development Goals (MDGs), as well as national plans to lift the country out of the list of Least Developed Countries by 2020. In 2010, a new MDG9 was adopted to “reduce the impact of UXO in Laos.”

National efforts to address UXO contamination were initiated in the mid 1970s. They started receiving international assistance in the 1990s, first through specialist Non Governmental Organizations (NGOs) and then through the United Nations. In 1996, the Government, with the support of UNDP established a national agency called UXO Lao. Eight years later, a strategic plan called “The Safe Path Forward, 2003 to 2013” was adopted for the sector and a National Regulatory Authority (NRA) was created to monitor its implementation and coordinate UXO activities in Lao PDR, becoming operational in 2006. The strategy was revised in 2009 and “The Safe Path Forward II 2010 – 2020” developed.

The NRA has a national staff of approximately 40 and is led by a Director and Deputy Director. The NRA has nine units, including a Finance Unit and a Programme & Public Relations Unit. The NRA receives continued UNDP support through a “National Implementation Modality” (NIM). UNDP also supports the NRA through a Senior Technical Advisor (STA).

### III. Functions / Key Results Expected

The Technical Specialist will provide support to the NRA in all matters relating to finances and programming. He/she will work on a daily basis with the Finance Unit and the Programme & Public Relations Unit of the NRA.

The Technical Specialist will report directly to the UNDP Senior Technical Advisor. In addition, he/she has secondary reporting line to the head of the Crisis Prevention and Recovery (CPR) Unit in UNDP and work on a regular basis with the UNDP CPR unit for all matters relating to finance and programming.

Summary of key functions:

- Provide advice and capacity/institutional building support to the Finance Unit and the Programme & PR Unit of the NRA in the areas of financial and programme management; S/he will work closely with all relevant NRA finance and programme national staff and provide informal, formal and on-the-job training both in the Vientiane office and, if required, at provincial level to ensure that national staff develop the necessary skills to perform their roles;
- Help monitor the financial and programme management of the NRA, especially with regards to donor funds channeled through UNDP in order to ensure that donor funds are utilized in accordance with UNDP rules and regulations.

The Technical Specialist will assume the following key functions:

a. Financial management:

- Provision of advice on policies and plans affecting NRA operations, delivery of knowledge and learning services to enhance efficiency in the use of financial resources, resulting in increased customer and donor satisfaction;
- 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 formal and informal training sessions and on-the-job training on finance applications and procedures for NRA staff at central and provincial levels (if required);
- Provision of technical assistance in the preparation of annual work plans and quarterly work plans in cooperation with national counterparts, UNDP Senior Technical Advisor and UNDP CO staff in order to enable monitoring and review of results;
- Provision of technical assistance to the Finance Unit in preparation of timely and accurate reports to NRA management and to UNDP CO;
- Provision of technical assistance to the Finance Unit in preparation of timely and accurate requests for the quarterly advance to UNDP CO;
- Provision of technical assistance to the Finance Unit in preparation of timely and accurate support services requests to UNDP CO;
- Compilation and dissemination of lessons learned and best practices in financial management.

b. Financial monitoring:

- Monitoring of NRA cash management processes, including liquidity management, risk assessment, timely accounting and reconciliation of all transactions, security for cash assets on site;
- Routine monitoring and preparation of financial exception reports for unusual activities and transactions; investigation of unusual transactions; information of supervisors and UNDP Country Office on results of investigations;
- Regular variance analysis and reporting on the delivery situation; ensuring timely reports are provided to UNDP STA, NRA NPD, and UNDP CO;
- Elaboration of proper responses to eliminate deficiencies in budget management;
- Monitoring of use and management of financial resources through planning, guiding, monitoring and controlling of resources in accordance with UNDP rules and regulations;
- Assistance in monitoring and evaluation of the Finance Unit staff performance;
- Provision of information, data and any documents needed for audit and other monitoring and evaluation purposes.

c. Programme management:

- Provision of support and training so that the Programme & PR Unit can administer and monitor funding agreements, approvals and reporting to donors;
- Provision of assistance and training to the Programme & PR Unit for all matters relating to drafting of proposals in English, including proofreading and editing;
- Provision of assistance and training to the Programme & PR Unit to develop new programme publications, draft work plan and annual reports, and provide final proofreading and editing support;
- Provision of assistance and training to the Programme & PR Unit to manage the NRA website, prepare presentations in English, as well as provide briefings to donors, journalists, and government representatives;
- Provision of assistance to the Programme & PR Unit and NRA Director for external programme liaison and cooperation with international organisations, donors, implementing partners, Government ministries, and national organisations;
- Provision of support for resource mobilisation activities carried out in cooperation with UNDP;
- Proofreading and editing of letters and documents prepared in English;
- Provision of support to the Programme & PR Unit to coordinate official ceremonies, meetings, technical working groups and visits by donors, journalists, and government representatives.
- Substantive monitoring of the projects, including identification of substantive, operational and financial problems, issues and risks.
- Participation in audit.

d. Other functions:

- Provision of advice and support to NRA staff, in particular staff from the Administration & Logistics Unit, for all matters related to the implementation of UNDP rules and procedures;
- Provision of other ad hoc support when required by the Administration & Logistics Unit.

## IV. Impact of Results

Expected outcome and results of the Technical Specialist are as follows.

- 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.

## V. Competencies

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### Functional Competencies:

- Proven transfer of skills through capacity building in a development context.
- Ability to meet strict deadlines.
- Computer competency, skilled in word processing, spreadsheets, presentation softwares 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.

## VI. Recruitment Qualifications

Education:

Master's Degree or equivalent in finance/economics, management, business/public administration or related field.

Experience:	<ul style="list-style-type: none"> <li>• Minimum of five years of experience in programme management and/or financial management.</li> <li>• In-depth understanding on RBM and its tools</li> <li>• Extensive experience of proposal writing and project reporting, both narrative <u>and</u> financial.</li> <li>• Experience in capacity building, training of national counterparts.</li> <li>• Understanding of UXO/mine action operations, regulatory functions and quality management concepts is an advantage. Experience in humanitarian mine action is desirable.</li> <li>• Experience in Southeast Asia is an advantage.</li> <li>• Experience in aid coordination, and donor relations, or advocacy is desirable.</li> <li>• Computer competency, skilled in word processing, spreadsheets, presentation software, etc.; knowledge of ATLAS is an asset.</li> <li>• Knowledge of UNDP and UN system policies, programming and operational issues, as well as UN/UNDP experience is desirable.</li> <li>•</li> </ul>
Language Requirements:	Full working knowledge of English (written and spoken); knowledge of Lao and/or French is an asset.

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date