



Vacancy Announcement

- 1. Project Title:** Making access to Finance more Inclusive for Poor People
 - 2. Position Title:** Project Coordinator (Lao National)
 - 3. Duty Station:** Vientiane Capital, Lao PDR
 - 4. Duration of Appointment:** 12 months (renewable) with 3 month probation
 - 5. Expected Starting Date:** 01 March 2012
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Background

The "Making access to Finance more Inclusive for Poor People" (MAFIPP) is a joint programme of UNCDF and UNDP, nationally implemented by the Bank of the Lao PDR (BOL). Operating under the UNCDF Inclusive Finance initiative, MAFIPP is designed to expand financial services outreach to low income households and entrepreneurs in Lao PDR on an equitable and sustainable basis.

The project is seeking a qualified **National Project Coordinator** who can provide significant support to the Project during the course of the project implementation.

Duties and Responsibilities

Project Coordinator will work with the National Project Manager (NPM) and Chief Technical Advisor (CTA) in daily management activities in their respective project teams. S/he will also work closely with the assigned UNCDF staff, international consultants and concerned government officials as listed below:

- Assist the NPM with the design of strategies, work plans for project implementation, budgets and other progress reporting
- Act as a liaison point among the project team, the BOL, other government agencies concerned and UNCDF/UNDP to ensure timely implementation of the project and information flows
- Provide input to the Project Manager on follow up actions required for the successful implementation of project activities on a day-to-day basis
- Assist the Project Manager and CTA with the preparation of meetings, workshops, training programmes and technical discussions
- Strengthen the project team's ability to develop financial projections, planning and administrative procedures consistent with the principles of results based management
- Collect programme related information and other necessary data
- Provide necessary translation and interpretation(Lao-English)
- Perform other project coordination related duties as required

Qualifications and Experience

- Bachelors degree in economics, business, international development or other related field
- Minimum 3 years of relevant professional and technical experience working in development projects.
- Knowledge and professional experience in micro finance
- Demonstrated understanding of government systems and procedures
- Excellent written and spoken communication skills in English and Lao
- Excellent coordination and networking skills
- Creative, practical approaches to challenging situations
- Excellent computer skills, including full working knowledge of standard MS Office products
- Ability to use information technology effectively as a tool and resource
- Excellent interpersonal skills, including negotiating ability to interact with people at all levels;
- Outstanding planning and prioritizing abilities, ability to work accurately and with reliability and meet tight deadlines
- Effective communication skills in a multidisciplinary working environment
- Cultural sensitivity in a diverse working environment

Requirements for submission of applications:

A letter of interest with updated CV and three (3) references to be sent **no later than 03 February 2012** by e-mail to daodouangkham@gmail.com and CC: tham_svnpd@yahoo.com Tel: 264616, Please indicate in the e-mail subject line "Application-Project Coordinator". Only short-listed candidates will be contacted for an interview.