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VACANCY ANNOUNCEMENT FOR PEI-NERI Research Assistant

Location:	Vientiane Capital, LAO PDR,
Application deadline:	10 February 2012
Type of Contract:	Issued by project (long term with probation period)
Languages Required :	English / Lao
Starting Date :	March 2012
Duration of the Contract :	3 months probation period, renewable based on performance

Background

Through the joint UNDP-UNEP Poverty-Environment Initiative (PEI), UNDP is supporting the Government of Lao PDR to implement PEI Framework which aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes. The PEI program is looking to recruit a full-time research assistant provides support to the development of all research matters related to the project and provides general administrative and programmatic support to the PEI-NERI project team with frequent travel to selected provinces, as needed.

Duties and Responsibilities

The responsibilities include, but are not restricted to the following:

1. Program administration activities (30% of time):
 - Assist the organization of workshops and logistics associated with the investment component of PEI
 - Support the development of regular reports (e.g. annual report, quarterly reports)
 - Participate in project monthly meetings
 - Take minutes for meetings.
 - Drafting of PEI-NERI related documents, as required and requested.
 - Provide comprehensive support including technical services and basic translation to implementation of the PEI-NERI project.
 - Logistical and translation support for workshops, training activities and field work. as necessary.
 - Any other tasks as assigned.
2. Research activities (70% of time):
 - Assist the PEI-NERI team in all tasks related to its research initiatives, particularly in the form of literature searches, processing/compiling data, data analysis, technical writing and report editing.
 - Develop presentation materials and reports as requested.
 - Provide research and technical inputs to the development of technical papers
 - Collection, analysis and presentation of background information for the implementation of PEI Programme.
 - Review literature and legislation relevant to the program
 - Manage and compile research data
 - Coordinate and interact closely and regularly with expert group for research work
 - Other duties as required.

Expected outcomes / results

To support to the development of all research matters related to the project and provides general administrative and programmatic support to the PEI-NERI project team.

Qualifications and experience

- Post graduate qualification preferred but not essential. The assistant should have a university degree in the fields of Economics, Social sciences, Natural Resources or similar. At least 2 years relevant work experience in research required, preferably with international organizations. Sound knowledge of poverty and environmental issues in Lao PDR is required.
- Demonstrable experience conducting and analyzing field research;
- Ability to write short research papers or summary of literatures reviews;
- Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds;
- Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently,
- Ability to work independently and to participate effectively in a team based information sharing environment;
- Knowledge of UNEP, UNDP and the UN system, including the UN common country programming process an advantage;
- Fluency in spoken and written English is essential;
- Full computer literacy;
- Ability to travel on demand;
- Ability to translate from English to Lao and vice versa is an asset;
- Lao National only.

Duty Station: National Economic Research Institute, MPI, Vientiane Capital

Detailed job description available at: <http://www.undplao.org/vacancies/>. Applicants are requested to send electronic versions of:

- 1) Cover letter stating their interest in and qualifications for the job;
- 2) Current and complete C.V. to: Email: thanongsays@yahoo.com or to Development Research Division – National Economic Research Institute, Vientiane, Telephone: (856 21) 711 418 Fax: (856 21) 711 181, indicating on the email title: "Application for PEI-NERI Research Assistant"

Female candidates are encouraged to apply. Applicants will be contacted only if under serious consideration.