

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
Assistant Resident Representative (ARR)
for the Governance Unit at P-4 Level, FTA
Contract 12 months – Renewable**

Background

UNDP is seeking an international Assistant Resident Representative to lead the governance team of UNDP in strategic planning designed to enhance the effectiveness of UNDP's activities in the areas of public administration; decentralization; legal sector; parliament support; Civil Society Organization (CSO) development and anti-corruption.

Duties and responsibilities

- Coordinate and provide substantive contributions from UNDP in strategic documents
- Promote thematic and sectoral synergies and coordination of programme activities and execution
- Support management on governance programme development and delivery, and ensure that the programme is relevant and responsive to changes in the country context
- Focus on results and impact with regard in particular to the institutional and individual capacity building activities under his/her portfolio
- Ensure effective management of the Governance Unit and supervision of the unit members focusing on quality control of the full cycle of programming from formulation to implementation
- Ensure provision of top quality policy advice services to the government and development partners.
- Contribute to the integration of UNDP's governance related initiatives within the broader programme of the UN
- Ensure coordination with and provide substantive inputs on governance related matters to the government-led sector working group.

Competencies

- Promotes the vision, mission and strategic goals of UNDP
- Sound understanding of local culture, political and development context
- In-depth practical knowledge of governance and inter-disciplinary development issues
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programme and project
- Builds strong relationships with clients

Qualifications and experience

- Advanced university degree (Master's) in political science, public administration, public policy, international development, or other relevant field
- Minimum seven years experience with a governmental, multilateral or civil society organization or a relevant field in a multi-cultural setting
- Knowledge of governance including public administration, parliamentary democracy, justice, decentralization and human rights with respect to capacity building for democratic governance, service delivery and poverty reduction.
- Strong oral and written English communication skills
- Excellent interpersonal and positive attitude towards working with host country national staff and government officials

This UNDP Fixed Term Appointment is based in the UNDP Country Office in Vientiane.

Detailed job description available in the Human Resources Office and
<http://www.undplao.org/vacancies/>

The applicants are required to **Apply Online** via the website above
Please apply by **03 February 2012** to:

Telephone: (856-21) 267777 or Fax: (856-21) 267799

Female candidates are encouraged to apply
Only short-listed candidates will be contacted for interview