



Vacancy Announcement

- 1. Position:** Project Assistant (Lao National)
 - 2. Project Title:** Making Access to Finance More Inclusive for Poor People (MAFIPP)
 - 3. Duty station:** MAFIPP Project Office, Vientiane, Lao PDR
 - 4. Expected Start Date:** 1 March 2012
 - 5. Duration:** 12 months, with possibility for extension
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Background

The project “Making Access to Finance more Inclusive for Poor People” is a joint programme of UNCDF and UNDP, nationally implemented by the Bank of 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.

Duties and Responsibilities

Office Support functions:

- Perform a wide range of office support functions;
- Compile and monitor information on project budgets and expenditures;
- Provide ongoing logistical and operational support to the project, including organizing transportation, travel, translators and meeting schedules;
- Conduct information searches on specific project and programme subjects, mainly through on-line research but also when necessary through in-person meetings;
- Facilitate and communicate with UNDP Lao PDR Regional Team, UNDP Country Office, key national implementing partners and other stakeholders;
- Perform other administrative duties as assigned, *including*:
 1. Travel arrangements and procurement of office supplies and equipment;
 2. Assist with work plans, budgets and other reporting documents for the project;
 3. Assist with preparation of general administrative, financial or specialized tasks;
 4. Assist in the timely issuance of contracts for consultants, experts and project staff.

Qualifications

- Undergraduate degree preferred; specialized clerical/secretarial courses desirable.
- Proficiency in MS Word, Excel, Power Point and web browsers;
- Excellent organizational, administrative and communication skills;
- Ability to meet tight deadlines with accuracy and reliability;
- Flexible working attitude and good team spirit;
- Good knowledge of spoken and written English.

Experience

- Minimum 4 years experience in administrative and office support function;
- Experience in UN-related projects and knowledge of UN administrative system an advantage;
- Experience with organizing events involving international participants.

Requirements for submission of applications:

Cover letter with current CV and three (3) references to be received by **10 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.