



TERMS OF REFERENCE

National Project Assistant (LAO NATIONAL)

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:** 01 March 2012
 5. **Duration:** 12 months, with possibility for extension
 6. **Supervision:** MAFIPP CTA and Project Manager
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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.

Main Functions

Under the guidance of the MAFIPP CTA and National Project Manager, the individual will provide office support and administrative functions to ensure smooth implementation of the program.

Duties and Responsibilities

Office Support functions:

- Perform a wide range of office support and secretarial functions; use standard MS Office products to produce a wide variety of documents and reports; screen phone calls and visitors.
- Draft responses to routine correspondence and provide initial response to other communications, where appropriate, in the absence of supervisor.

Administrative functions:

- Provide program support for MAFIPP;
- 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;
- Organize regular MAFIPP project team meetings and provide required secretarial and administrative support;
- 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;
- Maintain both hard and soft-copy documentation of all MAFIPP related materials and maintain an up-to-date filing system for both hard and soft documents;
- Provide pre-, in- and post-session secretarial, administrative and logistical support to meetings, workshops and other events organized by MAFIPP;
- Assist in monitoring and maintaining as well as preliminary research on, and updating the list of stakeholders of MAFIPP;

- Perform other administrative duties as assigned, *including*:
 1. Prepare and process administrative requests/documents including travel arrangements and procurement of office supplies and equipment;
 2. In collaboration with the project team, prepare and regularly update the Annual Work Plan, Budget and other reporting documents for the MAFIPP project;
 3. Prepare reports and documents in specified formats, project or program plans and general reference documents as well as general administrative, financial or specialized tasks related to the project which may be of a confidential nature within the assigned area of responsibility;
 4. Assist in the timely issuance of contracts and assurance of other eligible entitlements for consultants, experts and project staff.

Qualifications

- Undergraduate degree preferred but not required; 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 for daily contact and dialogue with the CTA and other foreign professional staff in the office, across the UN organization and with stakeholders;

Experience

- Minimum 4 years of progressively responsible experience in administrative and office support functions in an organization;
- Experience in UN-related projects and knowledge of UN administrative system an advantage;
- Experience with organizing events involving international participants (i.e., workshops, meetings, etc) an additional advantage.

Reviewed by:

Approved by:

 Ms. Keasorn MANIVONG
 Project Manager
 MAFIPP
 Bank of Lao PDR
 Date: ____/____/____

 Dr. Akhom PRASEUTH
 National Project Director
 MAFIPP
 Bank of Lao PDR
 Date: ____/____/____

And

 Jim Anderson
 Chief Technical Advisor, UNCDF
 Date: ____/____/____