

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 LAO NATIONAL
UNCDF Programme Specialist at NO-C Level
Contract 12 months (renewable)**

UNDP is seeking an experienced Lao National Programme Specialist for the United Nations Capital Development Fund (UNCDF) at NO-C level to be responsible for the management of the UNCDF Programme in the Lao PDR. Under the guidance and direct supervision of the UNDP Assistant Resident Representative (Governance) and the UNCDF Regional Portfolio Specialist, the Programme Specialist analyzes political, social and economic trends, leads the formulation, management and evaluation of programme activities, and provides policy advisory services to UNCDF projects and the government.

Duties and responsibilities

- Identify, describe and justify new projects relating to UNCDF's mandate. Participate in new project/programme formulation and appraisals, and make adjustments according to Lao Government priorities and available resources.
- Manage a portfolio of UNCDF projects. Substantively review, monitor and assure all aspects of project/programme progress and implementation with result-orientation; analyze Annual Project Reports and other reports; identify operational and financial problems and develop/recommend workable solutions and monitor follow-up actions.
- Identify important policy issues and synthesize best practices and lessons learnt directly linked to the country programme policy goals.
- Develop strategic partnerships with donors, private sector, NGOs/CSOs and UN agencies and mobilize third-party cost-sharing. Promote dialogue with government counterparts and support resource mobilization for the GPAR programme.
- Disseminate project/programme results and plan/organize appropriate and high profile advocacy events.

Competencies

- Strong analytical skills
- Strong communication skills (written, verbal, and interpersonal)
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner

Qualifications and experience

- Internationally recognized Master's degree in: in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field
- At least 5 years of relevant professional experience at national and/or international level
- Experience in programme or project monitoring and/or implementation
- Full IT literacy required (MS Windows, Email, Internet, MS Office Suite, web-based management systems)
- Personnel management and supervision experience is an asset

Detailed job description available in the Human Resources Office and

<http://www.undplao.org/vacancies/>

Please send detailed CV and P11 by **30 April 2009** to:

Human Resources Unit - UNDP Office, Vientiane, Lao PDR, indicating on the envelope:

(Application for UNCDF Programme Specialist at NO-C)

Email: lao.recruitment@undp.org or

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

Female candidates are encouraged to apply

Only short listed candidates will be contacted for interviews