



## **JOB ANNOUNCEMENT NO. JA10-11**

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**Date Issued:** 29 June 2010

**Functional Title:** UNDAF Coordinator (based in Vientiane, Lao PDR)

**Level:** National Professional Officer, C Level equivalent, Lao PDR

**Organizational Unit:** Office of the Deputy Director, UNESCO Bangkok

**Contractual Status:** 6 months appointment

**Deadline for Applications:** 21 July 2010

**Report to work:** As soon as possible

**Remuneration:** Approximately US\$ 1,450 per month

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### **Major Duties and Responsibilities**

Under the overall authority of the Deputy Director, UNESCO Bangkok Office the incumbent shall perform the following tasks:

**Based in Vientiane (Lao PDR), contribute in the UN Country Team (UNCT) process of elaborating the 2012-2016 United Nations Development Assistance Framework (UNDAF) in Lao PDR based on National Socio-Economic Development Plan (NSED), in particular:**

1. Serve as UNESCO focal point for the UNCT/UNRC in Lao PDR, in the framework of the preparation of the UNDAF.
2. Maintain regular contacts with the UNCT, UN agencies, relevant components of the Government of Lao PDR, National Commission and other counterparts.
3. Coordinate UNESCO Bangkok's input in the UNDAF and in the NSED.
4. Coordinate the participation of UNESCO in inter-agency activities and the UNCT meetings in Lao PDR in the framework of the preparation of the UNDAF and ensure consistent follow-up.
5. Prepare background information and periodic reports to UNESCO Bangkok and UNESCO HQ.
6. Perform the related duties and activities upon instructions from the Deputy Director.

## Qualifications and Competencies

- University degree or equivalent, preferably at Masters' or higher levels, in education, human rights, international law, management, and economics or in one of related social sciences disciplines.
- 5 - 7 years of relevant experience at the national level in project management and hands-on experience in design, monitoring and evaluation of development projects.
- Experience in formulating, implementing and monitoring projects and activities including designing project proposals, writing implementation and financial reports.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.
- Provide advice to the Deputy Director with the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems.
- Consistently approaches work with energy and a positive, constructive attitude.
- Builds strong relationships with clients and external actors.
- Practical experience in organizing and participating in seminars, training and workshops.
- Good organizational and planning skills, as well as computer skills.
- Excellent communication skills.
- Responds positively to critical feedback and differing points of view.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.
- Fluency in English. Knowledge of the working language of the duty station is a must.

### **The working hours and work schedule are as follows:**

Monday – Friday; 7:30 – 16:00 hrs.

### **Apply to:**

Interested applicants are invited to submit a cover letter (referencing the Job Announcement No.) accompanied by full resume stating details of educational qualifications and working experience, present income, home and office telephone numbers, (hard copy or e-mail) to:

Chief, Administration and Finance Unit  
UNESCO Bangkok  
920 Sukhumvit Road, Prakanong, Bangkok 10110  
Thailand

Fax no: 02 391-0866  
E-mail: [adm@unesco.org](mailto:adm@unesco.org)

### **With a copy to:**

Pilanthorn Kulapongse  
Assistant to the Deputy Director  
UNESCO Bangkok  
920 Sukhumvit Road, Prakanong, Bangkok 10110  
Thailand

Fax no: 02 391-0866  
E-mail: [p.kulapongse@unesco.org](mailto:p.kulapongse@unesco.org)

**Only short-listed candidates will be contacted.**