



United Nations Population Fund

## VACANCY ANNOUNCEMENT

### **Programme Assistant**

The United Nations Population Fund (UNFPA) is the world's largest international source of population assistance. UNFPA provides support to improve health through reproductive health and maternal health services, to achieve gender equality and to formulate/implement population policies and strategies in support of sustainable development. UNFPA has two main programme components: 1) Population and Development; and 2) Reproductive Health. Both programme components are designed to promote gender equality.

UNFPA Laos is seeking a qualified Lao national candidate to fill a position of **The Programme Assistant**. The Programme Assistant undertakes the following **duties and responsibilities** under the overall guidance of the UNFPA Representative:

- Assist in monitoring the financial and administrative management project including:
  - Raising requisitions
  - Logistic management, related to the organization of missions, field trips, and workshop/training and estimate the budget for the project mission.
  - Budget revision and check budget in Atlas (Financial Management Application)
- Assist in financial and administrative tasks including:
  - Checking Funding Authorization and Certificate of Expenditures (FACE) (figures and supporting documents), itemized costs, in close collaboration with the Project Financial Assistant or the counterparts and the UNFPA Finance and Administrative Associates.
- Provide secretarial support to Programme Officers including preparation of correspondence, establishing and maintaining filing system for soft copies and hard copies, making appointments, copying as well as informal translation.
- Support Programme Officers to collect IEC/BCC materials produced in Lao PDR on RH subjects, and update materials database on a regular basis.
- Support Country Office in special events.
- Atlas (Financial Management Application) focal point for programme side
- Work as a back-stopping for Program Assistant colleague, Personal Assistant to Representative and perform other related duties as required.
- Translate documents from English to Lao and vice versa as required
- Any other duties assigned by Representative.

The following **qualifications and experience** are required:

- At least completion of secondary education with certificate in Administration/ Finance or related fields
- Minimum 5 years of work experience preferably as a project/programme assistant
- Fluency in both spoken and written English and Lao is required.
- Ability to translate Lao into English and vice versa
- Accurate typing in English and Lao
- Ability to use computers/internet and related software programmes
- Experience working with international agencies/organizations is an asset

The salary for the above position plus other benefits will be in accordance with UN rules and regulations.

All interested applicants must submit an application letter with a UN standard personal history form, P11, in English to: UNFPA Office, Phonesavanh Tai, P.O. Box 345, Vientiane (Tel: 315547, 353048-50) or e-mail to: [souphanouvong@unfpa.org](mailto:souphanouvong@unfpa.org) indicating "Application for **Programme Assistant**". Please contact UNFPA office to obtain P11 form or download from [www.unfpa.org](http://www.unfpa.org). The deadline for application is **26 October 2010**.

We will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA reserves the right to appoint prior to the closing date. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Notice: There is no application, processing or other fee at any stage of the application process.