



United Nations Population Fund

## VACANCY ANNOUNCEMENT

### **Assistant Representative (NO-C level)**

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 core staff position of the **Assistant Representative**. **Duties and responsibilities** include:

- Creates substantive knowledge of population and development: reproductive health and gender issues in the country, assesses technical assistance needs in these areas and advises on the suitability of programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks (MDG, NSEDP, CCA, UNDAF, CPAP)
- Provides substantive leadership and inputs into the design and formulation of programmes and projects translating UNFPA's mandate and strategic priorities into local interventions, and responding to Government plans and priorities. Introduces into the project formulation process the results of programme and project reviews and evaluations, best practices: as well as innovative strategies, approaches and policies.
- Advises and reports on achievement of programme and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools. Leads programme and project implementation guiding and orienting executing agencies and project personnel, introducing effective modalities and practices of implementation.
- Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge.
- Analyses population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.
- Contributes to the resource mobilization strategy by analysing information on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost sharing.

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

- Master's degree in health, population, demography and/or other social science field related to UNFPA mandate.
- 5 to 8 years of professional experience preferably in programme/project management in the public or private sector
- Fluency in oral and written English and Lao
- Proficiency in current office software applications

The salary for the above position plus other benefits will be in accordance with UN staff 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 **Assistant Representative (NO-C level)**". Please contact UNFPA office to obtain P11 form or download from [www.unfpa.org](http://www.unfpa.org). The deadline for application is **21 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.

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