



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL  
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

## VACANCY ANNOUNCEMENT (External/Internal)

**ONLY nationals of this country are eligible to apply. Female candidates are particularly encouraged to apply.**

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<b>Vacancy Announcement No:</b>	VA-2011/005	<b>Date of Issuance:</b>	<b>08 February 2011</b>
<b>Post Title and Level:</b>		<b>Head of UNIDO Operations, NO-D</b>	
<b>Duty Station:</b>		Vientiane, Lao People's Democratic Republic	
<b>Organizational Unit:</b>		UNIDO Desk in Lao People's Democratic Republic Field Offices PROGRAMME DEVELOPMENT AND TECHNICAL COOPERATION DIVISION	
<b>Expected entry on duty:</b>		As soon as possible	
<b>Indicative Minimum Net Annual Remuneration:</b> (at single rate)		36,528 US Dollars	
<b>Type of Appointment:</b>		Fixed term	
<b>Deadline for the receipt of applications:</b>		<b>28 February 2011</b>	

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### Organizational Context

Within the overall endeavour of reducing poverty through industrial development, particularly focusing on private sector development as the medium of desired growth, the Head of the UNIDO Operations (HUO) in Vientiane, Lao People's Democratic Republic, will be a programme management specialist and work with strategic partners to identify and develop programmes and projects, and mobilize resources to such programmes and projects. As part of the strategic alliance with other UN organizations, particularly the United Nations Development Programme (UNDP), the incumbent will ensure and provide technical inputs within the UNIDO areas of competence. In this context, he/she will collaborate directly with and report regularly to the UNIDO Representative and Director, Regional Office in Bangkok, Thailand, as well as to the Field Operations Branch (FOB), at Headquarters, on progress and performance. In the area of technical cooperation, he/she will collaborate closely with programme managers located in the UNIDO Headquarters.

### Main Functions

Under an integrated programme approach, the incumbent identifies, designs, develops, formulates and mobilizes resources for innovative and cost effective programmes and projects in such areas of UNIDO competencies as Trade Capacity Building, Entrepreneurship and Small & Medium Sized Enterprises Development, particularly in Agro-based Industries, Energy and Environment and in collaboration with strategic partners.

Participates in advocating for the UNIDO mandate and expertise, marketing UNIDO's successes and interacts with the government, traditional as well as new financing institutions, multilateral and bilateral organizations and other strategic partners to mobilize resources for UNIDO led programmes and projects.

Reviews available literature including country reports, technical papers and participates in national and international forum to bring back cutting edge approaches to design new interventions/approaches to expand UNIDO reputation on the global arena.

Follows on the implementation of technical cooperation programmes via periodic reviews and monitors particularly the implementation of those projects in areas that warrant further technical assistance and participates in the briefing and debriefing of UNIDO consultants and/or experts.

Liaises with the designated security official in Laos and the UN Department of Safety and Security (UNDSS) for a constant monitoring of security procedures; organizes the visit by UNDSS experts to all UNIDO project facilities and private residences in the country to ensure Minimum Operating Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS) compliance.

Represents UNIDO in all events related to UNIDO scope of activities, in particular within the context of Millennium Development Goals (MDGs), as well as Common Country Assessment/United Nations Development Assistance Framework (CCA/UNDAF) and Poverty Reduction Strategy Papers (PRSP) processes. Emphasis in this context will be placed on securing and formulating the UNIDO participation in the UNDAF and the Delivering as One(DaO)/One Programme processes, if Laos opted for the One UN/DaO policy and implementation.

Liaises with other UN organizations and multi-and bilateral development agencies, international/national institutions, and Non-Governmental Organizations (NGOs), to ensure better cooperation, mutually reinforcing inputs among all agencies involved in activities related to UNIDO scope of work, particularly at the UN Country Meetings as well as Thematic Working Group discussions.

Provides substantive feedback and regular reporting to the Field Operations Branch, Programme Development and Technical Cooperation Division (PTC), on the progress of actions involving UNIDO inputs, including results as well as lessons learned in an effort to evaluate the performance of the desk office operation.

## Required Competencies

Strategic thinking and analysis; excellent written, presentation and oral communication skills; problem solving; team leadership and group membership; inter-personal skills; multi-cultural sensitivity and planning and organizing abilities.

## Minimum Requirements

### Education:

Advanced university degree in economics, business administration, international relations, public administration or other relevant field with specialization in development economics.

### Experience:

A minimum of 7 years working experience in the field of industry and in technical cooperation with developing countries particularly in project formulation, design, implementation and evaluation, some of which at a senior and/or international level. Experience in UN system desirable.

### Languages:

Fluency in English. Working knowledge of French is an asset.

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**All applications must be submitted online through the [Online Recruitment System](#)**

**Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.**

**Selected candidate(s) may be required to disclose to the Director-General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director-General.**

*Visit the UNIDO website for details on how to apply:*

[www.unido.org/employment/howtoapply](http://www.unido.org/employment/howtoapply)

**Notice to applicants:**

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: [recruitment@unido.org](mailto:recruitment@unido.org)

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