



ອົງການອາຫານໂລກ  
The United Nations World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce undernutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

**Vacancy Announcement: Donor Relations Officer (International or Local Consultant)**

Vacancy Announcement No: WFP LAO 016	Date: 29 June 2011
Title: Donor Relations Officer	Duty Station: Vientiane Office
Grade: Consultant SSA	Contract Type: Locally recruited (1 year contract, part-time hours)
Organization Unit:	Deadline for application: 11 July 2011
<p>The Donor Relations Officer reports to the Representative of WFP Lao PDR and assist her to coordinate internally to:</p> <ul style="list-style-type: none"><li>• Keep donors informed of key policy and operational issues of importance to the Programme;</li><li>• Prepare funding proposals and appeals;</li><li>• Forecast level of donor contributions based on systematic gathering and updating of relevant information;</li><li>• Contribute to preparedness actions such as early warning, risk analysis and contingency planning concerning donor contacts;</li><li>• Keep track of grants and periodically monitor the management and utilization of grants and drafts reports;</li><li>• Perform other related duties as required</li></ul> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>• Advanced university degree or university degree with experience and training/courses in or more of the following disciplines: political science, international development, development economics or another relevant field.</li></ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least one year of postgraduate progressively responsible professional experience in international development, donor aid programmes or other related fields; previous experience with fundraising, negotiations, public relations/advocacy and work experience are an asset.</li><li>• Excellent proficiency (level C) of English (oral and writing) is required</li><li>• Awareness of protocol standards would be highly desirable</li></ul> <p><b>Application Submission</b></p> <p>Applicants should submit a letter of interest and curriculum vitae in a sealed envelop marked "Confidential" to:</p> <p>Ms. Boonmaly Phisayavong Sr. Human Resources Assistant UN World Food Programme P.O. Box 3150 Vientiane, Lao PDR or email: <a href="mailto:vacancies.laos@wfp.org">vacancies.laos@wfp.org</a></p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>