



*The United Nations Population Fund, is an international development agency  
working to deliver a world where every pregnancy is wanted,  
every childbirth is safe and every young person's potential is fulfilled.*

## **VACANCY ANNOUNCEMENT**

### **Assistant Representative (NOC) – Post No. 00004289**

UNFPA Office in Lao PDR is seeking a qualified national candidate to fill a staff position of Assistant Representative.

The Assistant Representative will be located at the UNFPA Country Office in Vientiane, Lao PDR and reports to the UNFPA Representative or Deputy Representative. The Assistant Representative has a dual role. S/he is the primary implementer of the Country Programme as well as playing a leadership role with a programme team in the country office. The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of population and development and gender. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative with information on achievement of results in the implementation of UNFPA programmes.

#### **Duties and responsibilities:**

- Creates substantive knowledge of population and development and gender issues in the country, assesses technical assistance needs in these areas and advises on suitability of programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate policy dialogue and incorporation of these policies into national plans and strategies, and UN systems initiatives and development frameworks.
- 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 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, and 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.
- Analyzes population and development and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunity to advocate and advance UNFPA's policy agenda by participating in public information events.
- Contributes to resource mobilization strategy by analyzing 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.

#### **Qualifications and Experience:**

- Advanced degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related field.
- 5 years of progressively responsible professional experience in the field of development and population activities, preferably in programme/ project design, appraisal and management.
- Proven ability to lead and manage teams to achieve demonstrable results.
- Excellent written and oral communication skills in Lao and English to foster engaged partnerships at a high level of representation and to maintain political partnerships

The salary for the above position plus other benefits will be in accordance with UN rules and regulations for fixed term staff. 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: [laos.office@unfpa.org](mailto:laos.office@unfpa.org) indicating “**Application for Assistant Representative**”. Please contact UNFPA office to obtain P11 form or download from <http://lao.unfpa.org>.

The deadline for application is **8 November 2016**.

We will only consider applications with complete P11 attached. UNFPA 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.**



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