UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION

I. Position Information

<table>
<thead>
<tr>
<th>Job Title: Programme Analyst</th>
<th>Grade Level: NO-A</th>
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<tbody>
<tr>
<td>Position Number: 41250</td>
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<tr>
<td>Department: UNDP Laos, RBAP</td>
<td>Duty Station: Vientiane, Laos</td>
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<td>Reports to: Head of Governance Unit</td>
<td>Family Duty Station as of Date of Issuance: Yes</td>
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<td>Direct Reports:</td>
<td>Date of Issuance: 13 January 2020</td>
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<td>Position Status: Non-Rotational</td>
<td>Closing Date: 26 January 2020</td>
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<td>Job Family: Yes</td>
<td>Duration and Type of Assignment: More than a year; Fixed Term Appointment</td>
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II. Job Purpose and Organizational Context

The UNDP Country Programme for Lao PDR (2017 – 2021) approved by the UNDP Executive Board is currently being implemented. The Country Programme is anchored in its four broad priority pillars – Inclusive Growth and reduced inequality, support to UXO institutions for clearance eventually leading to achieving the national SDG 18, building resilience and environmental sustainability and capable and more responsive Governance. UNDP’s Governance support focuses on 3 core areas of work as agreed to with the Government of Lao PDR reflecting the national priorities:

1. Public administration reform to improve people’s equitable access to social services:
   Through the Governance for Inclusive Development Programme (GIDP), UNDP supports the Government of Lao PDR’s priority to strengthen its public administration’s ability to achieve better delivery of quality services that respond to citizen’s needs. It also promotes wider Governance improvements and increased citizens’ systematic engagement, especially at the local levels. This flagship Governance programme, implemented by the Ministry of Home Affairs, in joint partnership with the United Nations Capital development Fund (UNCDF) addresses the challenges of local development and poverty reduction by strengthening capacities of district administrations in planning, management-based results, monitoring.

2. Strengthening the legal/justice sector and the rule of law:
   UNDP is partnering with the Ministry of Justice and other stakeholders in the sector, to continue the efforts to develop a more coherent, effective, transparent and responsive legal system that protects and advances access to justice and the full exercise of rights by all people of Lao PDR. Capacity building and dissemination are therefore key actions. A focus in particular on women, ethnic groups and the elderly is also observed.

   It offers policy advice and technical assistance to a number of core reform initiatives in the legal and judicial sector. All of this contributes to the achievement of the Government’s objective to become a “Rule of Law State” by 2020s, known as the Legal Sector Master Plan. The project also supports the translation of international obligations and standards into domestic laws and policies, with particular emphasis on compliance with international human rights treaties and follow up on UPR recommendations.

3. Enhancing people’s participation in the decision-making process:
   UNDP focuses on two streams of work: Engagement with the National Assembly (NA) and with the People’s Provincial Assemblies (PPAs) to contribute to more effective institutions; and giving all people, particularly the disadvantaged and vulnerable groups, more public voice and information through the medium of community radios.

   Through the existing and new projects, efforts are underway to strengthen capacities of the NA and PPAs to deliver even more effectively their key law-making, oversight and representation roles. Under the latest project UNDP aims to support the enhancing role of the NA and PPAs in advancing sustainable development and better representing citizens’ interests and becoming more effective, inclusive and responsive.
Through locally managed community radios, the EPPCR project provides rural populations in remote locations, in particular ethnic communities with greater access to information about services (in ethnic languages), job opportunities and development issues and increased opportunities to have their voices heard, make informed decisions and spearhead local development advocacies / participate in local development.

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In all three pillars of work, UNDP’s engagement will promote opportunities for creating space for informed and inclusive dialogue on critical development issues as part of the process for Lao PDR’s “graduation” from the LDC status. UNDP also co-chairs the Governance Sector Working Group of the Round Table Process.

Under the direct supervision of the Head of the Governance Unit, and overall guidance of the Deputy Resident Representative, the Programme Analyst provides overall quality assurance of the CO's Governance programme management and delivery. He/she is responsible for the support of UNDP’s Governance programme including but not limited to in the areas of public administration reform, the legal/justice sector and rule of law, and people's participation through support to the NA, PPAs and Community Radios. The Programme Analyst analyzes political, social and economic trends, leads the formulation, management and evaluation of programme activities within his/her portfolio, and provides policy advice support to the Head of the Unit and the CO senior management.

The Programme Analyst possibly supervises and leads other programme staff working in the same areas and coordinates their activities. He/she works in close collaboration with other members of the Country Office and HQ other UN Agencies and Government officials, technical advisors and experts, other bilateral Development Partners and civil society. Government partners include the Ministry of Home Affairs (MoHA), the Governance Sector Working Group Secretariat hosted by MoHA, the Ministry of Justice, the Ministry of Information and Culture, the Ministry of Foreign Affairs, and also the National Assembly (NA)/ Provincial People’s Assemblies (PPAs).

### III. Duties and Responsibilities

**Summary of Key Functions:**

- Formulation and implementation of Governance programme strategies.
- Management of projects within UNDP’s Governance programme
- Creation of strategic partnerships and support to the implementation of the resource mobilization strategy of the office on issues related to programme support.
- Provision of top-quality advisory services to the Unit Head, Government and UNDP Senior
- Management and facilitation of knowledge building and management.

1. **Ensures formulation and implementation of Governance programme strategies** in support of strengthening the rule of law, public administration reform, and people’s participation through support to the National Assembly / People’s Provincial Assemblies and community radio in Lao PDR, focusing on the achievement of the following results:

   - Compliance with corporate management standards, CO guidelines and procedures, finance guidelines and corporate planning tools and frameworks.
   - Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to various programming documents (UN Partnership Framework (UNPF), Country Programme Document, Country Programme Action Plan and other strategic documents)
   - Identification of areas for support and interventions within the Governance sector. Ensure that Human Right Based Approach (HRBA) and gender issues are well integrated into programme and project activities.
   - Participate in new project formulation and appraisal, launching/initiation of new projects and make adjustments according to Lao Government priorities and available resources.
   - Country Office business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management.
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<th>Section</th>
<th>Description</th>
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<td>2.</td>
<td>Ensures effective <strong>management of the Country Office programme</strong> within the Governance area (public administration, people’s participation through support to the NA/PPAs and community radio, and rule of law), focusing on quality control and assurance from formulation to implementation of the country programme achieving the following results:</td>
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<td>- Effective application of Results-Based Management tools, establishment of management targets (BSC) and monitoring achievement of results. Ensures RBM dashboard update for individual projects for the quality of inputs and information; contributes to IWP/ROAR by providing input as to the achievement of outcomes, supports the Head of the Governance Unit for the formulation of analytical inputs to ROAR.</td>
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<td>- Design and formulation of Country Office programme within the assigned areas of responsibility, translating UNDP’s priorities into local interventions. Coordination of programme implementation with the implementing partners. Introduction and monitoring of performance indicators/ success criteria, cost recovery, targets and milestones.</td>
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<td>- Initiation of projects, presentation of the projects to the Programme Advisory Committee, finalization of contribution agreements; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through proper review exercises. The Programme Analyst performs the functions of Manager Level 1 in Atlas for Purchase Orders and vouchers approval and participates in recruitment processes for projects.</td>
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<td>- Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NIM projects.</td>
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<td>- Follow up on audit recommendations. All exceptions are timely reported.</td>
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<td>- Evaluation of the programme impact. Monitoring and analysis of the programme environment, timely readjustments in portfolio.</td>
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<td>- Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of reports for Development Partners.</td>
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<td>3.</td>
<td>Ensures <strong>creation of strategic partnerships and implementation of the resource mobilization strategy</strong> focusing on achievement of the following results:</td>
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<td>- Analysis and research of information on Development Partners, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new Governance projects, active contribution to the overall office effort in resource mobilization.</td>
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<td>- Develop strategic partnerships with Development Partners, private sector, (I)NGOs and UN agencies and mobilize third-party cost-sharing. Promote dialogue with Government counterparts and actively pursue higher ratio of Government cost-sharing.</td>
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<td>- Conduct Resource Mobilization for the Governance programmes</td>
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<td>- Acquire a clear understanding of the interests of major Development Partners in the country and to articulate the concepts UNDP wishes to promote to leverage its programme investments.</td>
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<td>- Maintain the excellent partnership that UNDP has with the Government of Lao PDR.</td>
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<td>- Maintain strong partnership with all bilateral / development partners of the projects and facilitate information sharing and reporting requirements.</td>
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<td>- Maintain partnership/relationship with other Development Partners working in the Governance sector under the guidance of the head of the unit.</td>
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<td>- Disseminate project results and plan/organize appropriate high-profile advocacy events.</td>
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<td>4.</td>
<td>Ensures provision of top-quality advisory services to the Unit Head, UNDP Senior Management, and the Government and facilitation of knowledge building and management focusing on achievement of the following results:</td>
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<td>- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to Governance programme country policy goals.</td>
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<td>- Sound contributions to knowledge networks and communities of practice.</td>
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- Organization of trainings for the operations/projects staff on Governance programme issues.

IV. Competencies and Selection Criteria

Description of Competency at Level Required
(For more comprehensive descriptions please see the competency inventory)
A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx

Core

Innovation
Ability to make new and useful ideas work
Level 4: Adept with complex concepts and challenges convention purposefully

Leadership
Ability to persuade others to follow
Level 4: Generates commitment, excitement and excellence in others

People Management
Ability to improve performance and satisfaction
Level 4: Models independent thinking and action

Communication
Ability to listen, adapt, persuade and transform
Level 4: Synthesizes information to communicate independent analysis

Delivery
Ability to get things done while exercising good judgement
Level 4: Meets goals and quality criteria for delivery of products or services

Technical/Functional
Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx
and hiring managers are encouraged to familiarize themselves for more information

Technical

Governance, Planning, and Development
Knowledge of Governance, Planning, and Development and ability to apply to strategic and/or practical situations
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Functional

Project Management
Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Knowledge Management
Ability to capture, develop, share and effectively use information and knowledge
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Partnership
Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

**Capacity Development**

Ability to support partner countries’ capacity to manage ODA resources effectively and harmonize with national policy and financing frameworks
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

### V. Recruitment Qualifications

**Education:**
Master's degree or equivalent in: Public Administration, International Relations, Political Sciences, Development studies, Law or other relevant field.
OR: Bachelor’s degree in the same fields with extra 2 years of relevant experience

**Experience:**
- At least 2 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects.
- Experience in the usage of computers and office software packages, experience in handling of web-based management systems.
- Specialized experience in Governance or related disciplines
- Experience in Programme or Project Monitoring and/or Implementation.

**Language Requirements:**
- English and Lao (fluent written and orally)