

Vacancy Notice



The World Health Organization has a vacancy for the position of:

Programme Assistant

(Fixed-term position for 2 years with possible extension, at G5 level)

Purpose of the post:

To provide administrative assistance to the WHO Health Emergency programme (WHE) team of WHO Country Office in the Lao PDR.

Duties:

Under the supervision of the WHE Country Team Leader, the incumbent will perform the following functions:

1. Provides assistance in managing the operating budget for the WHE activities in Lao PDR in collaboration with Ministry of Health (MoH);
2. Assists in developing budget plan for with Ministry of Health (MoH) activities funded by WHO by computing per diem payment, transportation, and other financial transactions;
3. Liaises with National Center for Laboratory and Epidemiology (NCLE), Ministry of Health and other government authorities, suppliers/vendors; initiate queries and provides responses on administrative issues;
4. Screens and checks background documents for completeness; prepares relevant administrative and project documentations for agreement for performance for work (APWs), direct financial cooperation (DFCs), procurement, study tours, project monitoring and evaluations, etc.;
5. Prepares and submits procurement requests into WHO Global Management System (GSM) and follow up all the procurement process, initiating and completing formalities of incoming and outgoing shipments (via customs clearances), in a timely manner;
6. Maintains, monitors and records payments for DFC requests, follow up on timely submission of final DFC report and apply it into the GSM. Preparing statement of expenditures (if needed), and other financial transactions; prepares regular budgetary statements and financial implementation reports of project activities;
7. Arranges appointments for supervisor and other members of the team, receives visitors; places and screens telephone calls, responds to routine requests for information, and prepares briefing folders for supervisor's duty travels;
8. Provides administrative briefing and information on the project and its activities to WHO technical staff;
9. Performs general administrative tasks and related duties to WHO ESR activities as required, such as, providing correspondence on administrative issues with national counterparts, maintaining files and records of all essential documents and reports and maintain a follow up system on deadlines;
10. Provides support in the arrangements for meetings, workshops and training courses, including preparation of related folders;
11. Provides secretarial and clerical support to visiting staff and consultants as and when required;
12. Performs other related duties as and may be required.

Knowledge & skills:

Thorough knowledge of office procedures. Good communication and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality. Typing skills; ability to prepare correspondence, summary of meetings and documentation. Ability to discern routine from non-routine. Good computer skills and ability to adapt to various software applications; use of spreadsheets. Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct.

Education:

Equivalent to graduation from secondary school with thorough secretarial/administrative training. . Additional education/training in advanced spreadsheets and management would be an advantage.

Experience:

Five years' experience as secretarial/administrative posts, preferably in a large or international organization, embassy, or multi-national corporation. Experience in programme support would be an advantage.

Languages:

Excellent knowledge of spoken and written English and the local language.

Other skills (e.g. IT): Proficiency in standard MS Office applications.

Interested and qualified candidates are invited to submit applications online at <https://careers.who.int/careersection/jobdetail.ftl?job=1804510&lang=en> (Job# 1804510 “Programme Assistant (WHE)”). Should you have any difficulties in the online applications process, please submit your applications at the below address by **28 November 2018**

The World Health Organization
125 Saphanthong Road, Unit: 5
Ban Saphanthongtai, P.O. Box 343
Vientiane, Lao P.D.R.
Tel: (856-21)353902-04;
Fax: (856-21)353905;
Email: wplaohr@who.int