UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

6 November 2026

Vacancy Announcement

Function Title	Associate Finance and Admin Officer
Nationality	Lao Nationals Only
Reporting to	Head of Office, UN-Habitat Lao PDR, on a weekly basis.
Duty Station	Vientiane, Lao PDR
UNOPS Contract Level	LICA-8 (Issued by UNOPS on behalf of UN-Habitat)
Languages required	English, Lao language
Duration	01 January – 31 December 2027
Vacancy announcement	06 November 2026
Vacancy closing date	19 November 2026

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

1. Background of Organisation

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private sector entities and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable", as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 in Fukuoka. The Office serves countries in the Asia and Pacific region to implement UN-Habitat's mandate. Part of ROAP's strategic role is to foster international understanding and cooperation and to foster regional, national, city, and local capacity and cooperation to enable sustainable local solutions and constructive partnerships within and between various stakeholder networks. Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region and span the entire spectrum of urbanisation and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

UN-Habitat has been actively supporting the Government of Lao PDR with technical assistance on issues related to urbanization, disaster mitigation, climate change, and WASH infrastructure. The International Consultant will directly engage in the highly relevant projects being implemented in Lao PDR, linked to enhancing climate change and hazard risk resilience.

UN-HABITAT

2. Objective and Scope of Work

Under the direct supervision of the UN-Habitat Head of Office in Lao PDR, the Staff Member will support the effective financial and administrative management of the Country Office, including finance, human resources administration, procurement, contracting, travel, office administration and other operational functions. The Staff Member will independently manage established processes, monitor compliance with applicable rules and procedures, provide guidance and training to colleagues, and provide analysis and advice to the Head of Office on financial, administrative and operational matters to support planning, resource management and decision-making. The Staff Member will serve as a key focal point for Country Office operational management, ensuring that financial and administrative requirements are anticipated, coordinated and addressed in a timely and compliant manner. The Staff Member will also provide financial and administrative support to assigned projects as required.

Some of the key actions include:

- Finance and Administration Management
    - Manage and monitor Country Office financial and administrative processes in accordance with applicable UN-Habitat, UNOPS, UNDP and UN rules, procedures and delegated authorities.
    - Review financial and administrative transactions for accuracy, completeness, budget availability and compliance, and follow up on corrective actions where required.
    - Monitor office budgets and expenditures, analyse variances and resource requirements, and provide timely financial and operational information and recommendations to the Head of Office.
    - Coordinate human resources administration, including recruitment, onboarding, contract administration, extensions and separation, and coordinate procurement, contracting, travel, assets, premises, supplies and other office administrative requirements with relevant service providers.
    - Manage non-routine or first-time cases where established institutional procedures exist, exercise judgement in determining the appropriate procedural approach, and escalate exceptions or matters requiring higher-level decisions.
    - Coordinate administrative and financial requirements related to audits, reviews and compliance exercises, including follow-up on findings, corrective actions and outstanding recommendations.
- Compliance, Capacity Building and Coordination
    - Provide guidance, orientation and training to staff and project personnel on applicable financial, administrative, procurement, travel and human resources rules and procedures.
    - Monitor the consistent application of relevant rules and procedures across the Country Office, identify compliance or process weaknesses, and recommend and follow up corrective measures.
    - Liaise with UN-Habitat ROAP, UNON, UNOPS, UNDP and other relevant service providers on operational matters and coordinate follow-up on complex or cross-cutting issues.
    - Identify recurring operational issues and recommend improvements to internal workflows, controls and working arrangements within established organizational policies.
- Project Finance and Administration Support
    - Support assigned projects in budget monitoring, expenditure tracking, financial reporting, procurement, contracting and other financial and administrative requirements.
    - Review project and partner financial information, identify discrepancies or compliance issues, and advise project personnel on required follow-up or corrective actions.

- Country Office Operational Planning and Management Support
    - Contribute to Country Office operational planning and provide analysis and advice to the Head of Office on financial, staffing, procurement, administrative and resource requirements, including emerging risks and constraints.
    - Undertake other assignments as required by the Head of Office.

3. Qualifications

Category	Qualifications
Competencies	▪ **Professionalism:** Demonstrates professional competence and mastery of subject areas. Good research, analytical and problem-solving skills. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. ▪ **Communication:** Excellent and effective written and oral skills. Ability to convince people through constructive argumentation and to present information in a concise and accurate manner. Negotiating skills and ability to enable good communication and understanding between different interest groups, organizations etc. ▪ **Planning and Organizing:** Proven ability to plan, coordinate and monitor own work and that of others. Ability to work under pressure and use time efficiently. Identifies priority activities and assignments, and adjust priorities as required. ▪ **Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by valuing ideas and expertise of others and is willing to learn from others.
Work experience and other requirements	Required: ▪ Minimum 8 years of progressively responsible experience in finance, administration, office operations, human resources administration, procurement and/or related functions. Experience in Lao PDR or a comparable operational context is highly desirable. ▪ Demonstrated ability to independently manage established financial, administrative, procurement and human resources processes, including non-routine cases requiring judgement in the application of established procedures. ▪ Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet. Preferred: ▪ Experience with UN or international-organization financial and administrative systems and procedures. ▪ Experience in budget monitoring, procurement, HR administration, audit/compliance and office operations. ▪ Experience providing guidance or training to colleagues on financial and administrative procedures. ▪ Knowledge and understanding of UN-Habitat mandates and its operations. ▪ Previous work experience in Lao PDR or Southeast Asia region. ▪ Previous experience of working with policymakers/government staff or research community.

Category	Qualifications
Education	▪ Bachelor's degree in finance, finance, accounting, business administration, public administration, management, or another relevant field.
Language	▪ Fluency in English and Lao is required. ▪ Knowledge of other UN official languages would be an advantage.

4. How to Apply

Submit your completed UN Personal History Profile (PHP) or P11 form through the Application Form.

Applications submitted through other channels, including email, will not be considered. Applicants who have not met the minimum requirements will not be considered.

Due to the high volume of applications received, only shortlisted candidates will be contacted. Qualified female candidates are strongly encouraged to apply.

The P11-form is available to download from https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc