

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement PROJECT MANAGER

DEPRIVED FAMILIES ECONOMIC EMPOWERMENT PROGRAM - DEEP

The Islamic Development Bank, Palestinian Authority and UNDP plan to launch an economic empowerment program to improve the living conditions of financially depressed Palestinian families.

Principal Assignment:

Under the supervision of the UNDP Programme Management Officer, the Project Manager will be required to:

- Assume the operational management of the project in accordance with UNDP rules and procedures.
- Co-ordinate the implementation of activities through regular contacts with similar poverty reduction programmes undertaken by the United Nations, and other organizations and institutions; and promote regular exchange of information of activities and events.
- Prepare a detailed work-plan to implement proposed activities in co-ordination with the UNDP expert teams, the partner institutions and the PA.
- Prepare and agree terms of reference for sub-contracts.
- Participate in the identification and selection of sub-contractors.
- Liaise with relevant national and international institutions.
- Ensure day-to-day working contacts with UNDP Programme Officer.
- Facilitate and support participation of various stakeholders in all stages of the project and promote the creation of informal networks in order to identify and mobilize resources for the follow-up activities to ensure sustainability of programme results.
- Support for generation and dissemination of information about the project activities including proposed indicators among national and international stakeholders.
- Assess and monitor progress achieved.
- Prepare regular progress and financial reports in accordance with the requirements of the IDB and UNDP.
- Participate in the selection of personnel and its supervision.

Qualifications:

- Post-graduate degree or equivalent training in one of the following areas: Development, Economics, Management, or Social Sciences.
- Minimum of 10 years of extensive experience working with governmental and non-governmental structures at national and local levels, preferably in the field of poverty eradication and micro-finance.
- Demonstrated ability to ensure and facilitate the co-ordination and collaboration of diverse stakeholder groups and possess good managerial experience.
- Native Arabic speaker, excellent spoken and written English.
- Computer literate.

Please visit our Website for information about the project and the post.
www.undp.ps

Interested candidates should send their application to UNDP/PAPP by mail to:
4A, Ya'kubi St. P. O. Box 51359, Jerusalem, Fax number: 6268223
or by E-mail to hr.ps@undp.org specify the subject **Project Manager/ DEEP Project**,
no later than **Wednesday 6th September 2006**

Only Short-Listed Candidates will be contacted
Qualified female candidates are encouraged to apply.