



**Vacancy Announcement
PROJECT MANAGER**

Project: Support to the Palestinian Education Program

UNDP/PAPP, in cooperation with the Palestinian Ministry of Education and Higher Education, is recruiting a manager for a project funded by the Italian Government. The project will provide support to the Ministry of Education's work with increasing enrolment capacity, implementing school-based development methodology, and improving the quality of education delivered in the West Bank and Gaza. Detailed information regarding the project can be viewed on the UNDP/PAPP web site: www.undp.ps/vacancies.

Principal Assignment:

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

- Assume responsibilities for the overall management, supervision, and implementation of the project requirements, components, and activities.
- Prepare a detailed work-plan to implement proposed activities in coordination with the PMO, project team and partners.
- Execute necessary changes to the work-plan as approved by the PMO.
- Ensure that all activities comply with the work-plan, UNDP/PAPP rules and regulations and signed agreements.
- Coordinate with the engineering team to ensure successful results and engineering outputs per the work-plan.
- Liaise with counterparts and relevant national and international organizations and institutions involved with similar initiatives.
- Ensure day-to-day working contact with PMO.
- Provide support to consultants engaged by the Ministry and partners.
- 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 donor and UNDP.
- Participate in the selection of personnel and its supervision.

Qualifications:

- Post-graduate degree in Development, Economics, Management, Social Sciences, or related disciplines. Significant non-matriculate training/experience may be considered.
- Minimum of 5 years of management experience working with governmental and NGO structures at national and local levels, preferably in the field of education.
- Demonstrated ability to ensure and facilitate the co-ordination and collaboration of diverse stakeholder groups.
- Fluent English with excellent writing and reporting skills.
- Ability to work under pressure, adhere to guidelines, and meet strict deadlines.

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

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/ Education**
no later than **September 12th**

Only Short-Listed Candidates will be contacted.