

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانماني/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement **2 - Field Coordinators / Researchers**

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) invite candidates to apply for two posts of Field Coordinator/Researcher for UNOPS. One post will be located in Hebron, and one post in Ramallah.

The two posts will be under the direct supervision of the Head of the Research Unit and in close collaboration with the other researchers and the project team. Under each position the incumbent will be responsible for coordinating the research work and the individual and group meetings, as well as workshops for the target groups.

General Duties and responsibilities:

- To arrange for and conduct the individual meetings with the target groups, present the project vision and encourage their participation in the general meetings and in the project's activities;
- To Present the findings of each individual meeting, and provide an analysis and projections for continuity;
- To review and understand all relevant background information in the related area, in terms of political, economical and social influence in Palestine, and prepare the requisite materials for any meeting and workshop;
- To facilitate the general group meetings, identify the participants and the subjects of concerns to be discussed during any session, and prepare an executive summary of the findings.
- To ensure that all segments of society are involved and well represented.
- To keep the communication channels open with all participants; and reinforce their responsiveness towards the project vision;
- To follow up closely on each designated assignment, and be responsible for collecting reports and materials of the related researches;
- To arrange all the logistics and facilitate each meeting and workshop;

Requirements

- University degree in psychology science, social science or related discipline, a Master degree is a plus
- Fluent in Arabic and English; excellent report-writing skills;
- At least three-years' of progressive experience in related work.
- Excellent command of MS Office applications.
- Excellent communication skills, team player and self-starter.
- Excellent ability to observe and assess the reactions and findings of the meetings.
- Ability to create an atmosphere for rational discussion among different opinions, and ability to lead a discussion during workshops and meetings.
- Ability to work under pressure and to meet strict guidelines.
- Valid driving license and ability to travel throughout the West Bank and Gaza Strip.

Candidates can apply by sending their CV with a cover letter specifying which post location, to UNDP/PAPP office in Jerusalem located in 4 A Yakubi Street, or send a CV with cover letter, to P.O.Box 51359 Jerusalem, or by fax no. 02-6268223, or via an e-mail to:hr.ps@undp.org **not later than 16 May 2006. Attention UNOPS – Field Coordinator/Researcher**

Only short listed candidates will be contacted.