

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY Announcement

Post Title: Head of Planning and Project Management Unit in the High Judicial Council/UNDP Project Manager

Duty Station: Ramallah with travel to Jerusalem and other areas of West Bank

Duration: 6 months (renewable for another 18 based on performance)

Deadline: 4th December 2007

Remuneration: based on qualifications and experience

Background:

UNDP/PAPP will support the establishment of a Planning & Project Management Unit within the High Judicial Council (HJC) by providing the needed external technical assistance through the recruitment of a Head of Unit, a Donor Coordination Officer and an Administrative Assistant.

The Planning and Project Management Unit will be hosted by the High Judicial Council and will be the liaison between the Council, as the main beneficiary, international donors and other stakeholders. The Unit's work will be crucial in ensuring proper coordination and cooperation between the various departments of the High Judicial Council enhancing efficiency and ensuring that all stakeholders benefit from the international community's contribution to the justice sector.

The Unit will take the lead in further developing the Primary Action Plan (PAP), which was recently drafted by the HJC. The PAP has been reviewed by and discussed with donors, and while the PAP provides a good base for addressing the problems currently faced by the HJC it lacks a number of key elements including a vision on general judicial development; clear priority setting; timelines and budgeting; analysis and assessment of issues that are already being addressed under existing projects. Once included, the PAP would serve as a key strategic planning tool for the Judiciary.

In addition to the elaboration of the Action plan, the Unit will contribute to the setting of short-term priorities and annual plans for the development of the judiciary, and it will also be expected to contribute to the development and support coordination of sectoral development plans for the justice sector as a whole. It is acknowledged that in such a process all relevant stakeholders including PA institutions in the justice sector (HJC, AG/Public Prosecution, MoJ and MoI) should be engaged in order for judicial reform to be successful, as support to the comprehensive development of the justice sector requires a balanced and inclusive approach.

Duties and Responsibilities:

The Head of Unit and Project Manager (HoU & PM) will be responsible for the work of the Planning & Project Management Unit. He/She will take the lead, supported by the team, in further developing and finalizing the Primary Action Plan (PAP) for the Judiciary, consulting and coordinating with key stakeholders active in the Justice Sector, developing a medium-long-term strategy for the Judiciary etc. The HoU will also assume the role of project manager for the UNDP/Project and ensure that the Unit works and implements activities and responsibilities as agreed upon in the project document and annual workplan. The HoU will report to the Chief Justice in a daily basis, and UNDP/PAPP

on a monthly basis, or as needed, through regular meetings as well as narrative reports.

Responsibilities:

- Finalize the PAP for institutional development of the judiciary/HJC aimed at short-term (rapid) impact, including clear prioritization and budgeting
- Preparing the development of a more long-term strategic plan for development of the justice sector in coordination with other departments
- Integrating the PAP into the strategic plan.
- Initiating (and advising on) development of proposals for new projects with donors [It might not be feasible for the unit to formulate projects itself]
- Developing innovative solutions to improve the courts efficiency.
- Negotiating and implementing development initiatives and establish donor partnerships
- Monitoring the progress of project implementation in line with objectives and priorities as defined in PAP and strategic plan
- Providing evaluation and follow up for all projects and plans
- Supervising and Monitoring the Unit staff and coordinating work within it
- Supporting and Advising the Chief of Justice where needed and requested, particularly in the fields of planning, police development and donor relations
- Serve as a Chief of Staff/Bureau Chief to the Chief of Justice in absence of this position (as defined in the organizational chart) being filled
- Guiding the team members of the Unit

Competencies:

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organization
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, and the Internet
- Able to work efficiently with minimal direction

Technical Skills:

- Able to draft well and edit project documents and proposals, correspondence, briefings and speeches, etc. in Arabic and English;
- Able to communicate effectively, orally and in writing, with a wide range of actors, within the UN system, in Governments, the traditional structure, donors and civil society.
- Excellent computer skills.

Managerial Competencies:

- Proven experience in leading and managing staff
- Demonstrates ability to assist with planning, coordinating, communicating and managing assignments and deadlines within a tight schedule.

Minimum Qualifications:

Education.

- Masters Degree in law or political science

Work Experience.

- At least 4-6 years of relevant experience in the field of project, programme and institutional development,

preferably in the oPt

- Familiarity with the role of the Judiciary in Palestine and knowledge of and experience in working in the justice sector is essential.

Languages.

- Fluency in written and spoken English and Arabic is essential.

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Ability to travel between Jerusalem and the West Bank essential.

For more information on UNDP/PAPP, including its core values and competencies, please visit the PAPP's website at www.undp.ps

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 4th December 2007

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”