

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



### Vacancy Announcement

#### **Support to the Silwan Community Development through the Establishment of the Europe House**

**Position Title:** Project Manager  
**Contract Duration:** One year, renewable for another one year  
**Duty Station:** Jerusalem  
**Deadline:** 9 May 2008

UNDP/PAPP, will be implementing and supporting **Silwan Community Development through the Establishment of the Europe House** funded by the European Community (EC).

The principle aim of the project is to promote women's active participation in the social and economic life of Silwan community, as well as environmental awareness of the local community of Silwan that suffer from unhealthy environmental conditions.

The Project Manager will act as the main focal point for the project with UNDP/PAPP. The Project manager will work very closely with the Programme Analyst based at UNDP/PAPP – Jerusalem.

UNDP/PAPP is seeking qualified candidates for the position of Project Manager in Jerusalem. Project Manager's duties will include the following:

*Overall project management:*

- Manage the realization of project outputs through activities;
- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Liaise with any suppliers;



### *Running a project*

- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log.
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board and the Outcome Board;
- Based on the review, prepare the AWP for the following year, as well as Quarterly Plans if required.

### *Closing a Project*

- Prepare Final Project Review Reports to be submitted to the Project Board and the Outcome Board;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Prepare final CDR/FACE for signature by UNDP and the Implementing Partner.

### Policy Advisory

- Support national counterparts to develop policy, strategy and planning within the area of responsibility.
- Develop technical advices related to UNDP's programming and sector strategy development within the area of responsibility;
- Establish knowledge management within the area of responsibility, including building best practices, lessons learnt, and related statistics

### Partnership

- Play critical role in resource mobilization and ensure partnership with donors and stakeholders
- Participate in meetings, seminars and workshops with local development practitioners, donors and stakeholders
- Collaborate with critical partners and stakeholders in research and development of strategies and approaches to enhance delivery of their expected contribution.



### **Corporate behavioral Competencies:**

- Leadership
- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### **Functional Competencies:**

- Demonstrates professional and in depth knowledge in his/her area of focus in the context of the oPt
- Has proven knowledge of project cycle and log-frame design including budgeting abilities
- Has ability to advocate and provide policy advices
- Perform leadership in strategic planning, change processes, results-based management and reporting
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong oral and written communication skills, including ability to convey complex concepts to different stakeholders in a clear and concise style.
- Manage multiple activities concurrently; work under pressure, and to tight deadlines.
- Displays a high level of respect, diplomacy and tact when dealing with government officials, donors and other stakeholders

### **Qualifications**

Education:	Advanced university degree in Business Administration, Development Studies, Management or related fields.
Experience:	A minimum of 5 years of professional experience at the international level in advisory, managerial positions and programme/ project management and formulation, preferably with UN; Excellent interpersonal skills and proven networking skills, able to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment; A high level of analytical and management skills
Language Requirements:	Excellent speaking and writing skills in English and Arabic.

### **To Apply:**

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.  
Deadline: 9 May 2008

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

