

United Nations Development Programme

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



Vacancy Announcement

UNDP/PAPP is seeking to hire a senior expert for the following position:

Project Procurement Specialist

Responsibilities:

Developing and updating works, goods, services and consultancy services procurement plans; drafting of pre-qualification documents, works, goods and services bidding documents and drafting of request for proposals for selection of consultants; drafting of specific procurement notice, invitation for pre-qualification; arranging for the receipt and evaluation of applications for pre-qualification; establishing lists of pre-qualified contractors; determining the procurement method for works, goods and services to be used based on the size of the package as determined by the grouping of the items; drafting bid notices and bidding documents; performing any other project-related duties requested by the PIU Director.

Qualifications:

- Advanced degree(s) in business and administration, procurement, or related fields;
- Minimum five years experience in procurement of goods, and managing procurement activities;
- Proven experience with Government and World Bank procurement procedures;
- Excellent oral and written communication skills;
- Proficiency in English and Arabic
- Strong computer skills.

The post will be based in Ramallah. The duration is for twelve months. Salary determined according to qualifications. Qualified candidates should send their CV with a short cover letter to the following address:

UNDP/PAPP
Agriculture, Rural & Economic Development Unit
(Title of desired consultancy)
4A Yaqubi Street,
P.O. Box 51359, Jerusalem,
or

Fax: 02-6268223 or e-mail: hr.ps@undp.org

Deadline for submission is September 29, 2006.

UNDP is an equal opportunity employer.