

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Content Development Specialist

Duty Station: West Bank

Duration: 10 months

Contract: Special Service Agreement (SSA)

Deadline: September 17, 2006

UNDP/PAPP is seeking a qualified candidate for the position of **Content Development Specialist** for the Community Portal Development Project, financed by the Human Security Trust Fund.

The project will provide a Community Portal to serve Nablus, Tulkarm, Jenin, Qalqiliya, Tubas and Salfit where UNDP/PAPP has established community and women's that are equipped with computers and Internet access. The aim of this initiative is to increase access to information via the Internet which will provide a tool for development, alleviation of poverty and empowerment.

Duties and Responsibilities

Under the supervision of the Project Manager, the **Content Development Specialist** will be responsible for:

- Liaising with the Field Information Collection Officers.
- Analyzing information and writing and developing Portal content based on the needs assessment conducted by the project.
- Uploading all information to the Portal.
- Identifying trainees in communities for content writing.
- Developing related training materials.
- Conducting training for continued content writing.
- Reporting on a regular basis to the Project Manager.
- Submitting required reports.
- Performing other duties as required.

Qualifications

- Excellent analytical and writing skills.
- A minimum of 6 years experience in research and fieldwork.
- Preferably a Master's Degree in a related field.
- Very good Arabic and English language skills.
- Computer literacy.

To Apply

Please send a cover letter and CV in English by September 17th, 2006 specifying the job title, **Re: Portal Content Development Specialist**. Fax: 02-6268223 or E-mail: hr.ps@undp.org.

*Only Short-Listed Candidates will be contacted
Qualified female candidates are encouraged to apply.*