



## **Vacancy Announcement**

### **Civil Service Leadership Development Project**

**Position Title:** Project Manager  
**Contract Duration:** One year, renewable for an additional year  
**Duty Station:** Ramallah  
**Deadline:** August 23, 2007

UNDP/PAPP, in cooperation with the General Personnel Council, through the fund of the Government of Italy, is seeking to recruit a competent Project Manager for the Civil Service Leadership Development Project. The outcome of the project is to ensure that all civil servants are provided with the necessary skills and competencies to carry out their roles effectively in support of the overall national development goals of the Palestinian Authority (PA). Leadership plays a pivotal role in the current public sector reform process and is essential in order to nurture a new civil service culture and establish the Civil Service as a professional, impartial and loyal servant of the Government and the people.

The project is aimed at building the capacities by exposing 1200 senior civil servants who have leadership and management responsibilities, to the new development programs, that provides three streams of development:

- Training programs: Training on the core competencies identified through the delivery of the development programs
- Career Development: ongoing learning in the workplace, on-the-job training, through mentoring and coaching programs designed specifically for the target group.
- External Development: Access to other special opportunities to learn through programs provided locally and overseas to seek experience and study public administration / Civil Service.

The project manager will act as the main focal point for the project with UNDP /PAPP. S/He will work very closely with the Programme Management Officer (PMO) based at UNDP/PAPP – Jerusalem.

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



## **Duties and Responsibilities**

### ***(A) Overall project management:***

- Manage the production of the required deliverables
- Direct and motivate the project team
- Liaise with the Project Executive Group or its appointed Project Assurance roles to assure the overall direction and integrity of the project
- Agree technical and quality strategy with appropriate members of the Project Executive Group
- Identify and obtain any support and advice required for the management, planning and control of the project
- Be responsible for project administration
- Liaise with any suppliers
- Perform Team Manager and Project Support roles if needed

### ***(B) Project planning:***

- Produce the Project Initiation Document
- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers and appointed Project Assurance roles and agree them with the Project Board

### ***(C) Project monitoring:***

- Plan and monitor the project
- Manage the risks, including the development of contingency plans
- Take responsibility for overall progress and use of resources and initiate corrective action where necessary
- Be responsible for change control and any required configuration management

### ***(D) Project reporting:***

- Prepare and report to the Project Executive Group through Highlight Reports and End Stage Reports
- Prepare the Lesson Learned Report
- Prepare any Follow-on Action Recommendations required
- Provide project administration and management support to the Project Manager and Project Team in their daily tasks. This includes but is not limited to: preparation of purchase orders, vouchers and vendors, drafting letters and faxes in English and Arabic, copying, filing, editing, and formatting computer documents, central record keeping, data input and UNDP/PAPP systems follow-up and processing.
- Set up and maintain an organized filing system and establish document control procedures.
- Ensure prompt compiling, copying and distribution of all project reports.
- Liaise with counterparts and project staff to facilitate project requirements.
- Draft and prepare reports reflecting a high standard of English and proficiency in Word and Excel computer applications.



- Assist with the translation of documents from English to Arabic.
- Assist in the monitoring of schedules and timetables, including plan updates in cooperation with the project manager.
- Review incoming operational and financial reports in terms of completeness and formal correctness in cooperation with the project manager.
- Maintain and update UNDP reporting schemes and matrices.
- Draft, edit and distribute minutes for the Project Executive Group and Project Team meetings.
- Liaise with the counterparts administrative managers on all issues related to the project.
- Perform relevant duties as assigned.

### **Competencies:**

- Management / Leadership – Candidates should be able to demonstrate an ability to quickly take on the leadership of the Project, establish a relationship of mutual trust and respect with the Project team as well the national counterpart and all stakeholders involved.
- Results oriented – An ability to organize and produce results in a fluid working environment with sensitive policy and coordination dimension, Ability to balance between the need to drive the Project's implementation according to UNDP's frameworks while accommodating the needs and ideas of the national counterpart
- A strong practical understanding of the lessons learned and best practices regarding capacity development issues, techniques, organizational development in similar context
- Ability to work in a multi cultural team environment and ability to work with people with different backgrounds and varying areas and levels of skills
- Committed to building strong relationships with external partners
- Sound project management skills
- Sound judgment and capacity for creativity and innovation
- Credible and personable in approach to work, modeling the values expected of civil servants
- Personal energy , sense of initiative and capacity for hard work.

### **Qualifications**

- Minimum MA-Degree in Public Administration, Management, Law, Political Science or other related social sciences backgrounds;
- Minimum of 4-6 years of extensive experience in public administration issues, preferably in leadership development and in conducting training and development programs;
- Good understanding of the public administration environment;
- Excellent oral and written communication skills;
- Fluency in written and spoken Arabic and English is required.
- Computer literacy in Microsoft Applications.
- Experience with UN Agencies is an asset.
- Knowledge of UNDP's Atlas system is an asset.



- Knowledge of UNDP's rules, regulations, and procedures is an asset.
- Valid Driving License is an asset.
- Must be a Palestinian National.

**To Apply:**

- Interested candidates can apply by accessing the following site: <http://jobs.undp.ps>.
- Deadline: **23 August 2007**

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