

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



## Vacancy Announcement

**Post Title:** Accountant  
**Duty Station:** Ramallah  
**Duration:** 12 months  
**Deadline:** 4 January 2007

UNDP/PAPP is recruiting an Accountant for a project funded by the Japanese Government. The project will provide support for the purpose of Institutional and Management Capacity Building to be executed by UNDP/PAPP.

### Duties and Responsibilities:

Under the supervision of the Project Management Officer, the incumbent is expected to:

- Take responsibility for overall accounting tasks relevant to the projects and functions in the Economic Unit;
- Draft and maintain all financial statements and reports relevant to expenditures under terms of the projects;
- Ensure that the expenditure of funds are in line with approved itemized budget;
- Support and liaise with the Finance Department on all matters and projects related to the Office of the Economic Unit.

### Qualifications:

- BA degree in Accounting or Financial Management.
- Minimum of 4-5 years experience in a relevant field.
- Proficiency in English and Arabic languages.
- Ability to work under pressure, adhere to guidelines and meet strict deadlines.
- Excellent writing and reporting skills.
- Computer literacy in Word and Excel software.

### To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem, specifying the position: **Accountant – Japanese funded project**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) or by fax to 02-6268223.
- Deadline: **Thursday 4 January 2007.**