

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Assistant Project Manager

Agricultural Development Programme in the West Bank

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is seeking three qualified professionals to work under the Agricultural Development Programme to assist the Programme Manager in implementing agricultural development projects in the northern and southern districts of the West Bank. The projects will consist of various activities, which include, but not limited to land development, construction of agricultural roads, and rehabilitation of agricultural water infrastructure.

Under the general direction of the Head of the Agricultural, Rural and Economic Development Unit, and the direct supervision of the Agricultural Programme officer, and in accordance with UNDP/PAPP policies, procedures and practices, the two Assistant Project Managers and the Monitoring and evaluation officer will be responsible for the following tasks and duties:

Assistant Project Manager (2):

- Assist in implementing the project activities in accordance with the objectives and outputs and ensure the implementation of all components as per agreed upon guidelines and standards;
- Participate efficiently and in full transparency in the process of selecting and evaluating beneficiaries applications, technical evaluation of the targeted land parcels, agricultural roads, and irrigation water infrastructure, and cost estimates of several activities taking in consideration implementing all the project socioeconomic and technical criteria and relying on UNDP/ PAPP's accumulated experience in implementing such projects.
- Monitor all aspects of project implementation and its progress and undertake periodic field visits to project sites to identify and analyze and resolve technical, operational and financial issues;
- Review, analysis and follow up of field reporting process and prepare comprehensive reports to the Project Manager based on the achieved progress in the field;
- Authorize payment requests to sub-contractors, suppliers, and beneficiaries upon field visits and evaluation of the achieved progress.
- Assist in keeping the books and files of the project and any other administrative work related to the project in the targeted areas.
- Maintain high level of cooperation and coordination with other implementing agencies in target locations.
- Other related tasks as required by project manager.

Qualifications and Requirements:

- University degree from an accredited University in Agriculture science;
- Minimum 5 years of practical and relevant working experience in land development including experience with agricultural and rural organizations;
- Proven management capabilities and ability to work under pressure;
- Good communication skills, both verbally and in writing
- Good English command;
- Computer skills (mainly Word and Excel);
- Have a valid driving license;
- Live or agree to live in target locations.

The two Assistant Project Managers posts will be based in the Northern and Southern Districts of the West Bank. Posts' duration is 12 months (possibly renewable) and the salary will be 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

Ref: ATLAS 50063

(post you are applying for)

4A Yaqubi Street, P.O. Box 51359, Jerusalem,

or by fax : 02-6268222 or e-mail: registry.papp@undp.org

Deadline for submission is **Thursday, May 4, 2006**.

UNDP is an equal opportunity employer.