

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Deprived families Economic Empowerment Program (DEEP)

Position Title: Capacity Building Coordinator
Contract Duration: 12 months, renewable for additional 12 months
Duty Station: Ramallah
Deadline: 5 April 2007

The Islamic Development Bank, the Palestinian Authority and the UNDP are in the process of implementing the 'Deprived families Economic Empowerment Program – DEEP', which aims to improve the living conditions of depressed and deprived Palestinian families. The DEEP will develop a comprehensive package of financial and non-financial services to meet the needs of the target beneficiaries, aiming to transform them from being recipients of humanitarian assistance to providers of income for their own families.

UNDP/PAPP is seeking qualified candidates for the position of Capacity Building Coordinator. The post will be part of the UNDP's Programme Management Office (PMO) based in Rammallah.

Duties and Responsibilities

Under the direct supervision of the Project Manager, the Capacity Building Coordinator is expected to:

- Finalize the Request for Proposals (RFP) and agreements for the capacity building component of DEEP in coordination with the DEEP team.
- Review of proposals submitted by NGOs to the PMO.
- Prepare organizational and capacity needs assessment of the various partners involved in implementation and overseeing DEEP, including PMO staff.
- Establish monitoring and evaluation systems for partners implementing the capacity building component.
- Keep abreast of capacity building projects/programs relevant to DEEP.
- Coordinate and conduct training workshops and technical assistance support for NGOs and MFIs implementing DEEP activities.
- Collect relevant information for PMO staff to keep abreast of development and thinking on poverty alleviation.
- Liaise with relevant national and international organizations.
- Assist in the preparation of annual work plans, budgets and setting of program targets.
- Assist with the preparation of monthly, quarterly and annual reporting.
- Perform relevant duties as assigned.

Requirements and Qualifications

- Master's degree in development, training/capacity building or related field.
- Minimum of five years work experience focusing on training/capacity strengthening for civil society organizations.
- Familiar with agencies carrying out capacity building interventions.
- Experience in monitoring and following up capacity building interventions.
- Strong command of technical areas capacity building and institutional development for civil society organizations.



- Computer literate.
- Excellent writing and reporting skills.
- Strong organizational and communication management skills.
- Good facilitating and empowering techniques.
- Proficiency in both Arabic and English languages, oral and written.

To Apply:

- Interested candidates should send an application with a cover letter summarizing his/her interest and qualifications and a CV to the UNDP/PAPP Office in Jerusalem, specifying the position: **Capacity Building Coordinator - Ramallah**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: 5 April 2007