



## Vacancy Announcement Project Manager - DEEP

**Project Title:** Deprived Families Economic Empowerment Program - DEEP

**Position Title:** Project Manager

**Expected Contract Duration:** 24 months

**Deadline for Applications:** September 6, 2006

### BACKGROUND INFORMATION

The Islamic Development Bank, the Palestinian Authority and UNDP plan to launch the **Deprived Families Economic Empowerment Program - DEEP** which aims to improve the living conditions of depressed and deprived Palestinian families. **DEEP** will develop a comprehensive package of financial and non-financial services to meet the needs of the target beneficiaries, transforming them from being recipients of humanitarian assistance to providers of income for their own families.

Applications are now being accepted for the position of Project Manager who will work under the supervision of the Programme Management Officer at UNDP.

### Principal Assignment

- Assume the operational management of the project in accordance with UNDP rules and procedures.
- Co-ordinate the implementation of activities through regular contacts with similar poverty reduction programmes undertaken by the United Nations, and other organizations and institutions; and promote regular exchange of information of activities and events.
- Prepare a detailed work-plan to implement proposed activities in co-ordination with the UNDP expert teams, the partner institutions and the PA.
- Prepare and agree terms of reference for sub-contracts.
- Participate in the identification and selection of sub-contractors.
- Liaise with relevant national and international institutions.
- Ensure day-to-day working contacts with UNDP Programme Officer.
- Facilitate and support participation of various stakeholders in all stages of the project and promote the creation of informal networks in order to identify and mobilize resources for the follow-up activities to ensure sustainability of programme results.
- Support for generation and dissemination of information about the project activities including proposed indicators among national and international stakeholders.
- Assess and monitor progress achieved.



- Prepare regular progress and financial reports in accordance with the requirements of the IDB and UNDP.
- Participate in the selection of personnel and its supervision.

### **Qualifications**

- Post-graduate degree or equivalent training in one of the following areas: Development, Economics, Management, or Social Sciences.
- Minimum of 10 years of extensive experience working with governmental and non-governmental structures at national and local levels, preferably in the field of poverty eradication and micro-finance.
- Demonstrated ability to ensure and facilitate the co-ordination and collaboration of diverse stakeholder groups and possess good managerial experience.
- Native Arabic speaker, excellent spoken and written English.
- Computer literate.