

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: Finance and Administration Officer
Contract Duration: 24 months
Duty Station: Ramallah
Deadline: 15 March 2007
Reports to: Project Manager

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 the Finance and Administration Officer. The post will be part of the UNDP's Programme Management Office (PMO) based in Ramallah.

Duties and Responsibilities

Under the direct supervision of the Project Manager, the Finance and Administration Officer is expected to :

- Establish financial systems for the PMO in line with UNDP accounting and reporting policies and procedures.
- Assist with development of annual budgets.
- Assist with the choice and implementation of appropriate accounting software.
- Develop financial policies and procedures for DEEP.
- Establish and manage staff payroll.
- Prepare monthly, quarterly and annual financial reports and liaise with external auditors.
- Report expenses, financial transactions and prepare budget comparisons.
- Maintain, organize and manage financial documentation using an established filing system.
- Draft contracts with partner intermediaries.
- Track funding provided to partner intermediaries and maintain lists of loan accounts for MFIs.
- Supervise banking and petty cash management.
- Assist with contracts for local consultants.
- Maintain staff contracts and records
- Maintain legal and administrative compliance of the PMO.
- Provide support on all administrative and legal matters.
- Perform relevant duties as assigned.

Requirements and Qualifications

- University degree in accounting, business, administration or related field.
- Minimum of five year's experience in finance and administration, demonstrating increasing responsibility.
- Familiarity with labor law.
- Ability to perform bookkeeping tasks.
- Computer literate and experienced in the use of accounting packages.



- Ability to work with minimal supervision.
- 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: **Finance and Administration Officer - Ramallah**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **15 March 2007.**