

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



## Vacancy Announcement

**Post Title: Financial Procedures Development Specialist**

**Duty Station: Ramallah**

**Duration: 12 months**

**Deadline: 4 January 2007**

UNDP/PAPP is recruiting a Financial Procedures Development Specialist 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:

- Perform complex professional, analytical and administrative support activities for the Administrative and Finance Department;
- Research, analyze, develop, implement and administer a variety of policies and procedures;
- Perform special and sensitive analysis;
- Analyze and evaluate already in place administrative and financial policies and procedures;
- Analyze and interpret written regulations and guidelines and is aware of the operating policies and procedures of the work unit;
- Establish policies by participating in the development and administration of policies and procedures of other departments;
- Make recommendations on procedures already set and used by other departments;
- Coordinate in the implementation of all policies and procedures.

### Qualifications:

- MA degree in Accounting, Finance Management or Financial Laws and Procedures or any other related field.
- Minimum of 4-5 years experience in a support or administrative position that demonstrates possession of the required knowledge and abilities.
- Knowledge of local related laws, policies, regulations and administrative procedures.
- Proven networking, team-building, organizational and communication skills
- Proficiency in English and Arabic languages.
- Excellent writing and reporting skills.

### 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: **Financial Procedures Development Specialist – 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.**