

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Human Resources Personnel Assistant

Duty Station: Ramallah

Duration: 12 months

Deadline: 9 April 2007

UNDP/PAPP is seeking qualified candidates for the position of a Human Resources Personnel Assistant for a project funded by the Japanese Government. The project shall provide support for the purpose of Institutional Management Capacity Building to be executed by UNDP/PAPP.

Duties and Responsibilities:

- Participate in preparing the annual human resources plans.
- Participate in preparing the annual plan of the general administration department.
- Monitor new staff employment procedures for proper implementation.
- Monitor staff attendance control procedures for proper implementation.
- Ensure proper documentation and organization of employee records and files in a secure environment to ensure confidentiality.
- Participate in human resources system development processes especially those relating to personnel management.
- Prepare regular reports describing plans, progress, deviations and recommendations relating to personnel management.
- Perform other relevant tasks assigned by the direct supervisor.

Qualifications and Requirements:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, Public Administration or related field.
- Minimum of 5 years experience in Human Resources Management at the national level with a minimum of two years experience in a similar post.
- Excellent communication skills.
- Ability to analyse and work under pressure.
- Ability to promote others.
- Fluent in written and oral Arabic and English languages.
- Strong computer skills.
- Strong organizational skills.
- Must be a Palestinian National.

To Apply:

- Interested candidates should send their application to UNDP/PAPP Office in Jerusalem, specifying the position: **Human Resources Personnel Assistant**, by E-mail to hr.ps@undp.org or by fax to 02- 6268223.
- 9 April 2007.