

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



VACANCY ANNOUNCEMENT

Project Coordinator – Ramallah

Improvement of Medical Waste Management in the Ramallah District

UNDP/PAPP, in cooperation with the Municipality of Ramallah, is recruiting qualified candidates for the position of **Project Coordinator**. With funding from the Government of Japan, this is a pilot project which aims to protect Public Health and safeguard the environment through improving the management of medical waste.

Under the supervision of the Project Manager, the Project Staff will include two Coordinators and a team of Consultants.

The Coordinator's duties will include but not be limited to the following:

1. Manage and supervise the project activities in Ramallah Municipality including, a needs assessment report, the development of a medical waste guidelines/manual, procurement of equipment and training of the Municipality staff.
2. Participate in the development and modification of related technical documents for the project, including the work plans, TOR for the Project Consultants and progress reports.
3. Assist, support and facilitate the work of the Project Consultants.
4. Coordinate overall activities of the project in conjunction with the Project Counterparts: the Ministry of Health, the Environment Quality Authority, and Ramallah Governmental Hospital.
5. Ensure full transfer of knowledge and benefits acquired during the implementation of this project to Beneficiaries and Counterparts.
6. Supervise and monitor the implementation of the medical waste guidelines and manuals to be developed by the Project Consultants, and produce a written assessment and evaluation of the implementation process.
7. Coordinate all training activities and workshops pertaining to the Project.

Qualifications

- B.Sc. in Environmental Sciences or a related field.
- Minimum 2 years experience in solid waste and project management.
- Demonstrated ability to organize and execute multi-tasks.
- High proficiency in English language (speaking and writing skills).
- Competency in Microsoft Word. Knowledge of Excel and Power Point is desirable
- Ability to work in a team and meet demanding deadlines.

To Apply

Interested candidates should submit a CV accompanied by a cover letter including a personal statement of interest in the **Improvement of Medical Waste Management Project in Ramallah District** to the following address. The position and name of the project must be specified.

Ref: Project Coordinator – Ramallah Municipality Vacancy

by email: hr.ps@undp.org, or by Fax: 02-626-8222

Deadline: October 31st, 2006.

UNDP/PAPP is an Equal Opportunity Employer. Female Candidates are Encouraged to Apply.

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