



Vacancy Announcement

Support to the Palestinian Mental Health Development Project

Position Title: Project Manager
Contract Duration: One year, renewable for another one year
Duty Station: Ramallah
Deadline: 20 December 2007

UNDP/PAPP, in cooperation with the Ministry of Health will be implementing and supporting a Mental Health Development Project funded by the French Development Agency / AFD.

The principle aim of the project is to improve the mental health system in West Bank and Gaza by building the capacity of the staff, providing and improving mental health care services. The project will be implemented by UNDP/PAPP, and will include the rehabilitation of three mental health clinics in Jenin, Hebron and Nablus and one documentation centre in Ramallah; the training for the rehabilitated centers' staff members and for the general practitioners and nurses in the West Bank and the Gaza Strip; and finally the monitoring of two researches addressing children's severe psychiatric disorders and family violence exerted towards children.

The Project Manager will act as the main focal point for the project with UNDP/PAPP. The Project manager will work very closely with the Programme Analyst based at UNDP/PAPP – Jerusalem.

UNDP/PAPP is seeking qualified candidates for the position of Project Manager in Ramallah. Project Manager's duties will include the following:

Duties and Responsibilities

(A) Overall project management:

- Manage the production of the required deliverables.
- Direct and motivate the project team.
- Liaise with the Project Executive Group or its appointed Project Assurance roles to assure the overall direction and integrity of the project.
- Agree on technical and quality strategy with appropriate members of the Project Executive Group.
- Identify and obtain any support and advice required for the management, planning and control of the project.
- Be responsible for project administration.
- Liaise with any suppliers.
- Perform Team Manager and Project Support roles if needed.



(B) *Project planning:*

- Produce the Project Initiation Document.
- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers and appointed Project Assurance roles and agree them with the Project Board.

(C) *Project monitoring:*

- Plan and monitor the project.
- Manage the risks, including the development of contingency plans.
- Take responsibility for overall progress and use of resources and initiate corrective action where necessary.
- Be responsible for change control and any required configuration management.

(D) *Project reporting:*

- Prepare and report to the Project Executive Group through Highlight Reports and End Stage Reports.
- Prepare the Lesson Learned Report.
- Prepare any Follow-on Action Recommendations required.
- Provide project administration and management support to the Project Manager and Project Team in their daily tasks. This includes but is not limited to: preparation of purchase orders, vouchers and vendors, drafting letters and faxes in English and Arabic, copying, filing, editing, and formatting computer documents, central record keeping, data input and UNDP/PAPP systems follow-up and processing.
- Set up and maintain an organized filing system and establish document control procedures.
- Ensure prompt compiling, copying and distribution of all project reports.
- Liaise with counterparts and project staff to facilitate project requirements.
- Draft and prepare reports reflecting a high standard of English and proficiency in Word and Excel computer applications.
- Assist with the translation of documents from English to Arabic.
- Assist in the monitoring of schedules and timetables, including plan updates in cooperation with the project manger.
- Review incoming operational and financial reports in terms of completeness and formal correctness in cooperation with the project manager.
- Maintain and update UNDP reporting schemes and matrices.
- Draft, edit and distribute minutes for the Project Executive Group and Project Team meetings.
- Liaise with the counterparts administrative managers on all issues related to the project.
- Perform relevant duties as assigned.

Qualifications



- First University degree (BA/BS) in Business Administration, Public Health Management, Development Studies, Management or related fields.
- Minimum of 3 years of extensive experience in working with governmental and/or non-governmental structure Health Sector in Palestine.
- Familiarity with the theory and the practice of the mental health development approach is an asset.
- Relevant exposure to institutional networking and community involvement in Health are considered important assets.
- Ability to work under pressure and to meet strict guidelines.
- Strong English communication skills (written and oral).
- Computer literacy in Microsoft Applications.
- Experience with UN Agencies is an asset.
- Knowledge of UNDP's Atlas system is an asset.
- Knowledge of UNDP's rules, regulations, and procedures is an asset.
- Valid Driving License is an asset.
- Must be a Palestinian National.

Competencies

- Demonstrated ability to establish, manage, support and monitor field programs.
- Strong analytical and communication skills.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation.
- Ability to work efficiently and independently under pressure, with strong delivery orientation.

To Apply:

- Interested candidates should send their Curriculum Vitae - CV with a cover letter in English to the UNDP/PAPP Office in Jerusalem, specifying the position: **Project Manager– Mental Health Project**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **20 December 2007**

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”