

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي / برنامج مساعدة الشعب الفلسطيني



### Vacancy Announcement

#### Monitoring & Evaluation Officer

##### Agricultural Development Programme in the West Bank

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is seeking three qualified professionals to work under the Agricultural Development Programme to assist the Programme Manager in implementing agricultural development projects in the northern and southern districts of the West Bank. The projects will consist of various activities, which include, but not limited to land development, construction of agricultural roads, and rehabilitation of agricultural water infrastructure.

Under the general direction of the Head of the Agricultural, Rural and Economic Development Unit, and the direct supervision of the Agricultural Programme officer, and in accordance with UNDP/PAPP policies, procedures and practices, the two Assistant Project Managers and the Monitoring and evaluation officer will be responsible for the following tasks and duties:

#### **Monitoring and Evaluation officer (1):**

- To advise the Project Manager/Advisor on project progress vis-à-vis planned activities and outputs;
- To backstop project evaluation missions, including reviewing the terms of reference and evaluation reports, and participation in their briefing and debriefing;
- To write top-quality quarterly progress reports based on existing standards;
- To perform continuous review and control of projects performance;
- To contribute to the preparation of the projects evaluation report and other accountability reports to the Programme Management Officer;
- To participate in Programme reviews and evaluation studies on selected topics and activities, including those requested by UNDP and the specific donors;
- To analyze evaluation results and disseminate them as appropriate;
- To prepare clear and concise presentations as required;
- To contribute to the development of evaluation methodologies;
- To provide technical support to monitoring and evaluation components of field projects and interventions;
- To organize and conduct training activities in monitoring and evaluation, including the preparation of training materials;
- To identify key-indicators for monitoring and measuring Programme implementation;
- To maintain monitoring system and produce reports with compliance to key indicators; and
- To perform other related duties as required by Programme Officer and Project Advisor.

#### **Qualifications and Requirements:**

- University degree in sociology, economics, business administration or a multidisciplinary area involving socio-economic analysis.
- Fluent in English and Arabic; excellent report-writing skills;
- Four years of progressively responsible professional experience in the analysis, control and reporting of development projects; experience in formulation and evaluation of development programmes and projects supported by EC.
- Excellent command of MS Office applications, including Power Point and MS Project.
- Demonstrated ability to write concise analytical reports.
- Excellent communication skills, team player and self-starter.
- Ability to work under pressure and to meet strict guidelines.
- Valid driving license and ability to travel throughout the West bank and Gaza Strip.

The Monitoring and evaluation officer post will be based in the Hebron. Post's duration is 12 months (possibly renewable) and the salary will be according to qualifications.

Qualified candidates should send their CV with a short cover letter to the following address:

UNDP/PAPP

Agriculture, Rural & Economic Development Unit

Ref: ATLAS 50063

*(post you are applying for)*

4A Yaqubi Street, P.O. Box 51359, Jerusalem,

or by fax : 02-6268222 or e-mail: [registry.papp@undp.org](mailto:registry.papp@undp.org)

Deadline for submission is **Thursday, May 4, 2006**.

*UNDP is an equal opportunity employer.*