

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



#### VACANCY Announcement

**Post Title: Monitoring and Evaluation Specialist**  
**Duty Station: Ramallah**  
**Duration: 8 Months**  
**Deadline: 5 December 2007**  
**Start Date: Immediately**  
**Remuneration: dependent on qualifications and experience**  
**Type of Contract: Special Service Agreement**

#### Background:

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) has received a grant from the International Development Association (IDA) and intends to apply part of the proceeds of this grant to payments under the contract for Avian Influenza Prevention and Control Project Monitoring and Evaluation Specialist position.

The main objective of the Monitoring and Evaluation Specialist assignment is to carry out the technical and operational functions of project monitoring and evaluation with adherence to UNDP and World Bank policies, practices and procedures.

#### Duties and Responsibilities:

Under the general direction of the PIU Director, the Procurement Specialist (PS) is responsible for:

- Ensuring Quality at Entry work on monitoring and evaluation and preparedness for project implementation in respect to adequate monitoring and evaluation procedures that accord with the Bank's minimum requirements;
- Establishing monitoring and evaluation system for the duration of project implementation. The system should cover all components under the project;
- Monitoring progress achieved on activities under project components. This includes data related to performance indicators agreed upon between the Bank and UNDP;
- Monitoring progress achieved on activities under the project against implementation schedules developed for each activity to ensure progress as planned;
- Measuring inputs, outputs and outcome indicators;
- Evaluation of the collected data and analyzing it with respect to the achievement of the agreed upon performance indicators;
- Providing the PIU director with regular and up-to-date information on the progress towards meeting the interim activities' benchmarks and the overall project objectives;
- Alerting the PIU director in case of delay in implementation of any component/activity under the project and proposing measures on how to absorb the delay;
- Coordinating with the beneficiary government authorities, UN Agencies and the Components' Coordinators to ensure readiness for implementation;
- Coordinating with the beneficiary government authorities, UN Agencies and the Components' Coordinators to ensure cooperation and facilitation of tasks for all consultants selected and employed under the project;
- Ensuring project activities all well coordinated to avoid overlapping and unnecessary delays;
- Participating in the preparation of periodic progress report, mid-term and Implementation Completion Report;

#### Competencies:

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing

- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

**Managerial Competencies:**

- Demonstrate an ability to represent UNDP professionally in liaison with officials of the Palestinian National Authority.
- Demonstrate an ability to provide M&E assistance to other World Bank AI projects implemented by the PA.
- Demonstrates ability to assist with planning, coordinating, communicating and managing operations in the PIU office.
- Demonstrate excellent analytical skills and demonstrate ability to think strategically.
- Demonstrate leadership skills, including task management skills.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated understanding of the risk factors associated with project financial delivery/procurement schedule and an ability to mitigate against these.

**Minimum Qualifications:**

Education.

- A minimum of bachelors degree in a field relevant to the work profile, developmental studies, economics, management or business administration.

Work Experience.

- Minimum five years experience in M&E for projects and report writing, .
- Demonstrated leadership skills, including task management skills.
- Teamwork capacity.
- Excellent analytical skills and demonstrated ability to think strategically;

Language

- Highly articulate written and verbal communication skills in both English and Arabic

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Knowledge of World Bank polices, procedures and operations would be an asset
- Ability to travel between Jerusalem and the West Bank would be an asset.
- Proven ability to work with partners, senior government officials and representatives of international agencies.
- Self-starter who can handle difficult tasks simultaneously, work under pressure while maintaining rigorous attention to details.

For more information on UNDP/PAPP, including its core values and competencies, please visit the UNDP website at [www.undp.ps](http://www.undp.ps)

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 5 December 2007

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