

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Management Associate

Duty Station: Jerusalem

Duration: 12 months

Deadline: 7 February 2007

UNDP/PAPP is seeking a Management Associate to provide technical and programmatic support to the Social Capital Team. This team is concerned with development projects in local governance, community development, civil society and social issues. The Management Associate will work in close collaboration with the Team Leader, UNDP/PAPP Operations, Programme, and all project staff members to ensure effective delivery of the Social Capital Programme.

Duties and Responsibilities:

Under the overall guidance of the Social Capital Team Leader, the Management Associate is expected to:

- Provide technical, administrative and programmatic support for formulation, design, and implementation of projects.
- Edit and draft proposals, project documents, correspondences, and other project related material for review and approval by the Team Leader.
- Review financial reports, and assist with the management and supervision of funds and project expenses.
- Support the Team Leader with strengthening and expanding partnerships with national and international donors, agencies, organizations, and institutions.
- Perform additional tasks as requested.

Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Strong client orientation
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Responds positively to critical feedback and differing points of views



Qualifications:

- Bachelors degree, preferably in the Humanities, Political or Social Sciences, or related field.
- Two years management experience, working in a team environment.
- Strong administrative and organizational skill and ability.
- Fluency in the English language with proficiency in report writing, English editing, and public speaking. Knowledge of Arabic.
- Computer literacy in Microsoft applications.
- Knowledge of UNDP rules, regulations and procedures, including use of the Atlas System are assets.

To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem, specifying the position: **Management Associate**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **7 February 2007.**