

## United Nations Development Programme

Programme of Assistance to the Palestinian People  
برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



## Vacancy Announcement

### Deprived families Economic Empowerment Program (DEEP)

**Position Title:** Microfinance Coordinator  
**Contract Duration:** 24 months  
**Duty Station:** Ramallah  
**Deadline:** 15 March 2007

The Islamic Development Bank, the Palestinian Authority and the UNDP are in the process of implementing the 'Deprived families Economic Empowerment Program – DEEP', which aims to improve the living conditions of depressed and deprived Palestinian families. The DEEP will develop a comprehensive package of financial and non-financial services to meet the needs of the target beneficiaries, aiming to transform them from being recipients of humanitarian assistance to providers of income for their own families.

UNDP/PAPP is seeking qualified candidates for the position of Microfinance Coordinator. The Microfinance Coordinator will be part of the UNDP's Programme Management Office (PMO) based in Ramallah.

#### Duties and Responsibilities

Under the direct supervision of the Project Manager, the Microfinance Coordinator is expected to :

- Finalize business plan formats and agreements for MFIs.
- Review business plans submitted by MFIs to the PMO.
- Establish monitoring and evaluation system for MFIs.
- Assess and monitor progress of funding agreements with concerned MFIs.
- Coordinate and conduct training workshops and technical assistance support for MFIs
- Liaise with relevant national and international organizations.
- Plan and document Board of Trustees and Technical Assurance Committee meetings.
- Assist with the preparation of annual work plans, budgets and setting of program targets.
- Assist in the preparation of monthly, quarterly and annual reports.
- Perform relevant duties as assigned.

#### Requirements and Qualifications

- Master's degree in business, economics or related field.
- Minimum of eight years relevant work experience with a minimum of three years in management-level position in a bank or microfinance institution.
- Strong command of technical areas of strategic planning and capacity building for microfinance institutions and/or commercial banks.
- Computer literate.
- Excellent writing skills.
- Strong organizational and analytical skills.
- Proficiency in both Arabic and English languages, oral and written.



**To Apply:**

- Interested candidates should send an application with a cover letter summarizing his/her interest and qualifications and a CV to the UNDP/PAPP Office in Jerusalem, specifying the position: **Microfinance Coordinator - Rammallah**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) or by fax to 02-6268223.
- Deadline: **15 March 2007.**

