

United Nations Development Programme

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



Vacancy Announcement

Re-posting

Deprived families Economic Empowerment Program (DEEP)

Position Title: Microfinance Coordinator
Contract Duration: 24 months
Duty Station: Ramallah
Deadline: 19 April 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 to the PMO by MFIs.
- 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.
- Provide conceptual input and guidance in the planning, designing, developing and operating of the financial component of DEEP.
- 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.
- Aptitude to prioritize and manage a diverse range of tasks with a number of stakeholders to meet goals and fulfill objectives.
- Computer literate.



- Excellent writing skills.
- Strong organizational and analytical skills.
- Proficiency in both Arabic and English languages, oral and written.
- Residency in occupied Palestinian territory or Israel with National ID.

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 or by fax to 02-6268223.
- Deadline: 19 April 2007