

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: NGO Grants 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 the NGO Grants Coordinator. The post 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 NGO Grants Coordinator is expected to :

- Finalize with the rest of the team, the concept paper format, proposal outline and agreements for the promotional social safety net activities.
- Review of proposals submitted by West Bank NGOs to the PMO.
- Establish monitoring and evaluation systems for partners implementing the promotional safety net activities in the West Bank.
- Monitor and follow up progress of funding agreements with NGOs in the West Bank implementing promotional social safety net activities.
- Coordinate and conduct training workshops and technical assistance support for NGOs in the West Bank implementing DEEP activities.
- Liaise with relevant national and international organizations.
- Plan and document Board of Trustees and Technical Assurance Committee meetings.
- Assist in the preparation of annual work plans, budgets and setting of program targets.
- Assist with the preparation of monthly, quarterly and annual reporting.
- Perform relevant duties as assigned.

Requirements and Qualifications

- Master's degree in development, economics or related field.
- Minimum of five years work experience focusing on poverty reduction – targeting the very poor and poor households with a minimum of three of these years in management-level positions.
- Experience in monitoring and following up sub-grants and agreements with NGOs working on poverty reduction.
- Strong command of technical areas of strategic planning and capacity building for NGOs.
- Computer literate.
- Excellent writing and reporting skills.
- Strong organizational and communication management skills.



- Good facilitating and empowering techniques.
- 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: **NGO Grants Coordinator - Ramallah**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **15 March 2007.**

