

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: DEEP Project Assistant
Contract Duration: 12 months, renewable for additional 12 months
Duty Station: Gaza
Deadline: 5 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 Program Assistant in Gaza. The post will be part of the UNDP's Programme Management Office (PMO) based in Gaza.

Duties and Responsibilities

Under the direct supervision of the Deputy Project Manager and NGO Grants Coordinator, the Project Assistant is expected to:

- Provide project administration and management support to the Deputy Project Manager NGO Grants Coordinator and Project Team in their daily tasks. This includes but is not limited to: preparation of purchase orders, vouchers and vendors, drafting letters and faxes in English and Arabic, copying, filing, editing, and formatting computer documents, central record keeping, data input and UNDP/PAPP systems follow-up and processing.
- Set up and maintain an organized filing system and establish document control procedures.
- Ensure prompt compiling, copying and distribution of all project reports.
- Liaise with counterparts and project staff to facilitate project requirements.
- Draft and prepare reports reflecting a high standard of English and proficiency in Word and Excel computer applications.
- Assist with the translation of documents from English to Arabic.
- Assist in the monitoring of schedules and timetables, including plan updates in cooperation with the project manger.
- Review incoming operational and financial reports in terms of completeness and formal correctness in cooperation with the project manager.
- Maintain and update UNDP reporting schemes and matrices.
- Draft, edit and distribute minutes for the Project Executive Group and Project Team meetings.
- Liaise with the counterparts administrative managers on all issues related to the project.
- Perform relevant duties as assigned.

Qualifications:

- Bachelors Degree in Administration, Financial Management, Program Management or related field from a recognized university.
- 3 years of Program experience in a team environment, including strong organizational and administrative skills.
- Strong English communication skills (written and oral)



- Computer literacy in Microsoft Applications
- Experience with UN Agencies is an asset.
- Knowledge of UNDP's Atlas system is an asset.
- Knowledge of UNDP's rules, regulations, and procedures is an asset.
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To Apply:

- Interested candidates should send their Curriculum Vitae with a cover letter in English to the UNDP/PAPP Office in Jerusalem, specifying the position: **Project Assistant – DEEP Gaza**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **5 April 2007**