

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Office of the Quartet Representative

Position Title: Project Liaison Officer
Contract Duration: One year, renewable for an additional 6 months
Duty Station: Jerusalem
Deadline: September 14th, 2007

UNDP/PAPP, in support of the Office of the Quartet Representative (OQR) and its team, seeks a competent Project Liaison Officer. The Officer will be supporting the project that aims at providing operational, programmatic and logistic support to the OQR and staff based in Jerusalem, so as to enable the effective and quick implementation of the objectives. In particular, the project will focus on:

- a) Procurement of goods, works, services and expertise;
- b) Project management services;
- c) Asset management services;
- d) Human resources management services;
- e) Logistical and administrative support;
- f) Financial support services; and
- g) Project management related reporting.

The project liaison Officer will act as the main focal point for the project between UNDP /PAPP and the designated OQR Focal Person for Operations, as assigned by the Quartet. S/He will work in partnership with the Programme Management Officer (PMO) and the OQR Operations Manager. The Project Liaison Officer's main role is to manage and ensure smooth functioning of the OQR operations and delivery of services.

The Project Liaison leads and guides the project team and fosters collaboration within the team, with programme staff and with the OQR team, in a client-oriented approach. The Project Liaison works in close collaboration with programme and operation staff at UNDP/PAPP, operations staff in other UN Agencies to successfully deliver operations and programmatic services.

UNDP/PAPP is seeking qualified candidates for the position of Project Liaison in Jerusalem. Project Liaison duties will include the following:

Duties and Responsibilities

(A) *Overall project management:*

- Financial resources management
- Human Resources Management
- Efficient procurement and logistical services and supervision



- Information and communication management
- Common services organization and management, establishment of partnerships with the Quartet Team
- Direct and motivate the project team
- Liaise with the appointed Programme Management Officer to assure the overall direction and integrity of the project
- Identify and obtain any support and advice required for the management, planning and control of the project
- Be responsible for project administration
- Liaise with any suppliers
- Perform Team Manager and Project Support roles, if needed.

(B) *Project monitoring:*

- Plan and monitor the project
- Manage the risks, including the development of contingency plans
- Take responsibility for overall progress and use of resources and initiate corrective action where necessary
- Be responsible for change control and any required configuration management

(C) *Project reporting:*

- Prepare the Lesson Learned Report
- Prepare any Follow-on Action Recommendations required
- Provide project administration and management support to the UNDP-assigned 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 in the monitoring of schedules and timetables, including plan updates in cooperation with the project manager.
- 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 Project Team meetings.
- Liaise with the counterparts administrative managers on all issues related to the project.
- Perform relevant duties as assigned.



Competencies:

- Management / Leadership – Candidates should be able to demonstrate an ability to quickly take on the leadership of the Project, establish a relationship of mutual trust and respect with the Project team, as well the national and international counterparts and all stakeholders involved.
- Results oriented – An ability to organize and produce results in a fluid working environment with sensitive policy and coordination dimension, Ability to balance between the need to drive the Project’s implementation according to UNDP’s frameworks, while accommodating the needs and ideas of the counterpart
- A strong practical understanding of the lessons learned and best practices regarding capacity development issues, techniques, organizational development in similar context
- Ability to work in a multi-cultural team environment and the ability to work with people with different backgrounds and varying areas and levels of skills
- Committed to building strong relationships with external partners
- Sound project management skills
- Sound judgment and capacity for creativity and innovation
- Credible and personable in approach to work, modeling the values expected of civil servants
- Personal energy, sense of initiative and capacity for hard work.

Qualifications

- Minimum BA-Degree in Public Administration, Management, Law, Political Science or other related social sciences background with 5 years of extensive experience with International organizations and/or diplomatic missions;
- Excellent oral and written communication skills;
- Fluency in written and spoken Arabic and English is required.
- Computer literacy in Microsoft Applications.
- Experience with UN Agencies is an asset.
- Knowledge of web-based financial systems is an asset.
- Knowledge of UNDP’s rules, regulations, and procedures is an asset.
- Valid Driving License is an asset.
- Must be a Palestinian National.

To Apply:

- Interested candidates can apply by accessing the following site: <http://jobs.undp.ps>.
- Deadline: **14 September 2007**

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”

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