

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



### **Vacancy Announcement**

#### **Project Manager**

The United Nations Development Programme/Programme of Assistance to the Palestinian People UNDP/PAPP is seeking a qualified candidate for “Project Manager” of the Global Environment Facility/Small Grants Programme GEF/SGP managed by UNDP/PAPP. The GEF/SGP aims to secure global environment benefit in the areas of biodiversity conservation, climate change mitigation, protection of international waters, prevention of land degradation and Phasing out persistent organic pollutants through community- based initiatives and action.

#### **Major Functional Responsibilities:**

##### **Managerial Functions**

- Supervise the national SGP team members and provide necessary guidance and coaching.
- Promote and maintain a suitable environment for teamwork within the SGP team, the National Steering Committee members, and with the UNDP CO team;

##### **Programme Development Functions**

- Keep abreast of the national environmental concerns and priorities as well as the socio-economic conditions and trends as they relate to the GEF-SGP and its focal areas, and assess their impact on SGP’s work and programme;
- Contribute to the formulation of the Country Programme Strategy (CPS) and its biennium review and update;
- Organize periodic stakeholder workshops and project development sessions for NGOs, Community Based Organizations (CBO) and local communities, and other stakeholders to explain about SGP, and to assist potential applicants in making the link between local environmental problems and the global concerns of the GEF focal areas and operational programmes;
- Conduct periodic programme monitoring field visits and provide technical and operational support and guidance to SGP grantees as required;
- Work closely and support the National Steering Committee and its deliberations during the process of project proposal selection and approval, especially the initial appraisal of proposals and assessment of eligibility;
- Foster operational and policy linkages between the GEF-SGP and the large or medium-sized GEF projects, planned or underway in the country, as well as those of other donors and development partners;
- Manage the annual SGP allocations (administrative and grants), maintain the financial integrity of the programme, ensure most effective use of SGP resources;



- Identify opportunities and areas eligible for GEF-SGP support, and mobilize resources from the Government, donors and other partners to best leverage the GEF-SGP resources.
- Document lessons learned and best practices in SGP programme/project development, implementation, and oversight;
- Raise awareness of Programme Team on corporate strategic issues, plans and initiatives to maximize highest impact and effectiveness;

**Qualifications & Skills Required:**

**Education:** Advanced university degree in environmental fields, Environmental Economics, Business Administration or similar field.

**Experience:** At least 5-8 years of relevant experience in development work, which should include programme management, preferably with an extended specialized experience in any of the GEF-SGP focal areas at the national level. A minimum of 5 years of experience working with local communities and local NGOs.

**Managerial skills:** Excellent analytical and writing skills

Excellent teamwork and people management skills.

Excellent communication and interpersonal skills.

Good negotiation and problem-solving skills.

**Language requirements:** Fluency in the official national language (must be one of the 6 UN languages) and English or a second UN language.

**IT skills:** Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)

**Duty Station:** UNDP/PAPP office in Gaza.

**Interested candidates are kindly requested to send their detailed CVs with a covering letter by fax # 08-2822021, or deliver it by hand to UNDP Gaza Office, Omar Ben Abdel Aziz Street, not later than 29, July,2006.**