



## **Vacancy Announcement**

### **Support to the Palestinian Education Programme - SPEP in the West bank and Gaza**

**Position Title:** Project Manager  
**Contract Duration:** One year, renewable for additional 6 months  
**Duty Station:** Ramallah  
**Deadline:** May 29, 2007

UNDP/PAPP, in cooperation with the Ministry of education and Higher Education, through the fund of the Government of Italy, is seeking to recruit a competent Project Manger for the Support to the Palestinian Education Programme in the West Bank and Gaza. The project aims to contribute to the support the Palestinian Ministry of Education efforts to provide quality education to the Palestinian student population as well as to support its efforts in increasing the enrolment capacity of the educational system. The project will focus on implementation of the methodology of school based development, providing access to education for all; and improving the quality of education. The project manger will act as the main focal point for the project with UNDP /PAPP. S/He will work very closely with the Programme Management Officer (PMO) at UNDP/PAPP.

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

#### **Duties and Responsibilities**

##### ***(A) Overall project management:***

- Manage the production of the required deliverables
- Direct and motivate the project team
- Liaise with the Project Executive Group or its appointed Project Assurance roles to assure the overall direction and integrity of the project
- Agree technical and quality strategy with appropriate members of the Project Executive Group
- 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 planning:***

- Produce the Project Initiation Document
- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers and appointed Project Assurance roles and agree them with the Project Board

**(C) *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

**(D) *Project reporting:***

- Prepare and report to the Project Executive Group through Highlight Reports and End Stage Reports
- Prepare the Lesson Learned Report
- Prepare any Follow-on Action Recommendations required
- Provide project administration and management support to the Project Manager 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**

- Advanced university degree in business administration, developmental studies, Education or related experience;
- Minimum of 3 years of extensive experience in working with governmental and non-governmental structure Education Sector in Palestine;
- Familiarity with the theory and the practice of the school based development approach
- Relevant exposure to institutional networking and community involvement in education are considered important assets
- Ability to work under pressure and to meet strict guidelines;
- 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.
- Must be a Palestinian National.

### **Competencies**

- Demonstrated ability to establish, manage, support and monitor field programs
- Strong analytical and communication skills.
- Demonstrated ability related to management of project cycles, including project formulation, monitoring, reporting and evaluation.
- Ability to work efficiently and independently under pressure, with strong delivery orientation

### **To Apply:**

- Interested candidates should send their Curriculum Vitae - CV with a cover letter in English to the UNDP/PAPP Office in Jerusalem, specifying the position: **Project Manager– SPEP**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) or by fax to 02-6268223.
- Deadline: **29 May 2007**

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