

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Location: Jerusalem (with frequent travel to the West Bank)

Application Deadline: 5 June 2007

Duration of Contract: 1 year

Background:

UNDP/PAPP has projects targeted at youth: (a) Establishing Homework Centers and (b) Psych-social Support for Youth and Children. The outputs and activities of the projects are as follows:

(a) Establishing Homework Centers

The project aims at improving opportunities for Palestinian children by promoting educational and social skills through youth mentoring. It has an output of establishing 36 homework centers in the West Bank and Gaza.

(b) Psych-social Support for Youth and Children

The immediate objective of this project is to enhance the mental well-being of children, youth and families, so as to counter the continuous challenges of living a healthy life. For that purpose, the following activities are implemented in partnership with NGOs and UNRWA:

- Refugee camp outreach and awareness raising
- Direct counseling service provision

Duties and Responsibilities:

Overall responsibilities: The Project Manager is responsible for day-to-day management and decision-making for the project under the daily supervision of the Programme Analyst. The Project Manager's prime responsibility is to ensure that the project produces the deliverables specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost.

Specific responsibilities would include:

(1) Overall project management:

- Manage the production of the required deliverables
- Liaise with the Project Executive Board (PEB) or its appointed Project Assurance roles 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

(2) Project planning:

- Produce the Project Initiation Document
- Prepare Project Plans and present to the PEG for approval

(3) Project monitoring:

- Plan and monitor the project



- Record progress
 - Manage the risks using the Risks log
 - Take responsibility for overall progress and use of resources and initiate corrective action when necessary
 - Be responsible for change control
- (4) Project reporting:
- Report to the PEG according to agreed mechanisms and frequency
 - Prepare any Follow-on Action Recommendations as required
- (5) Others
- Provide support to consultants for youth programme
 - Assume any other duties requested by the Programme Analyst

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

Required Skills and Experiences:

- Master degree in Development Studies, Public Administration or related fields.
- A minimum of 3 years relevant professional experience in project management, monitoring and evaluation with particular focus on youth.
- Experience with UN agencies or UNDP is highly desirable.
- Proven knowledge of result-based management.
- Excellent written communication skills, and strong experience writing reports.
- Fluency in Arabic is highly desirable.
- Fluency in English is required.
- Computer literacy in Microsoft Applications.

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 Manager– Youth projects, by E-mail to hr.ps@undp.org or by fax to 02-6268223.

- Deadline: 5 June 2007

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