

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Programme Analyst
Duty Station: Gaza
Number of Vacancies: 2
Deadline: 21 March 2007

UNDP/PAPP is seeking a Programme Analyst for the Gaza Office to manage UNDP programmes within the thematic/sectoral areas assigned. The Programme Analyst will analyze political, social and economic trends and lead in the formulation, management and evaluation of programme activities within his/her portfolio and provide policy advice services.

Duties and Responsibilities:

Under the guidance of the Deputy Special Representative-Programme and Implementation and direct supervision of the Team Leader, the Programme Analyst is expected to:

- Support implementation of programme strategies.
- Ensure high quality programme management within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme.
- Liaise and strengthen partnerships with other UN agencies, government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society.
- Provide top quality advice services to the Government and facilitation of knowledge building and management.

Competencies:

Corporate Competencies:

- Demonstrate integrity by modeling the UN's values and ethical standards
- Promote the vision, mission, and strategic goals of UNDP
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favouritism

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills



Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Qualifications:

- Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.
- Two years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
- Strong administrative and organizational skill and ability.
- Fluency in the English and Arabic languages, strong writing and presentation skills.
- Knowledge of UNDP rules, regulations and procedures are assets.

To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem, specifying the position: **Programme Analyst-Gaza**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **21 March 2007.**