



Vacancy Announcement

Position: Site Supervisor

Duty Station: UNDP/PAPP Gaza-Office

Number of Vacancy: 8

Duration: 10 months

Deadline: 23 June 2007

UNDP/PAPP invites qualified candidates to apply for the position of Site Supervisor (8 in total) for a new Agricultural Project in the Gaza Strip.

General Duties and Responsibilities:

Under the direct supervision of the Project Manager, the Site Supervisors shall be responsible for the daily supervision of rehabilitation activities of the Employment generation project through rehabilitation of damaged agricultural facilities in the Gaza Strip financed by the Government of Japan.

Technical Tasks:

- Review and verify Local Implementing Organization (LIOs) project work plans.
- Review and verify LIOs tender documents to ensure technical and managerial soundness of these documents.
- Approve quality of the work and follow up on materials, sampling and testing.
- Review and verify quantities that are installed in the field.

Administrative Tasks:

- Manage, supervise and facilitate the daily operations of the project.
- Maintain field supervision over the implementation process of the project activities carried out by the LIOs.
- Coordinate with the LIOs on the implementation of the project.
- Coordinate, monitor and supervise the process of hiring of workers by the LIOs.
- Ensure the adherence to the selection criteria of the beneficiary farmers and unskilled labor and the use of labor-intensive techniques in all project interventions.
- Report on a weekly basis to the Project Manager on the activities progress and problem encountered.

Qualifications:

- University degree in Geological, Civil or Mechanical Engineering with a specialty related to agriculture development (water wells and greenhouses).
- A minimum of 5 years experience in working in agricultural sector particularly reconstruction of Greenhouses and/or Ground water wells.
- Sufficient orientation in community development and job creation projects
- Familiarity with NGOs community in Gaza Strip
- Working experience with international organization and familiarity with UN system would be an asset.
- Ability to analyze a situation and produce structured reports.
- Excellent writing and verbal English.
- Team work and communication abilities.
- Strong computer command.
- Valid driving license.

Handwritten mark



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: Site Supervisors-Gaza, by E-mail to hr.ps@undp.org or by fax to 02-6268223.

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