

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY Announcement

Post Title: Project Manager/TOKTEN

Duty Station: Jerusalem

Duration: 12 months (renewable upon budget availability and performance)

Deadline: 22 October 2007

UNDP/PAPP is seeking qualified candidates to apply for the vacancy of project manager for the Tokten programme in the Jerusalem office.

Duties and Responsibilities:

- Management and supervision of programme staff and offer guidance in their daily tasks.
- Creation of programme policies for increased efficiency and effectiveness of the programme.
- Creation and supervision of a project in the Atlas database system, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project (as required).
- Creation of multi-year strategies for the growth of the programme by increasing the number of participants and counterparts.
- Insurance of the overall direction and integrity of the programme.
- Oversight and maintenance of an organized filing system and establish document control procedures.
- Preparation any follow-on action recommendations required.
- Responsibility for project administration.
- Draft and prepare reports, ensure prompt compiling, copying and distribution of all project reports.
- Liaise with counterparts and project staff to facilitate project requirements.
- Liaise with the counterparts administrative managers on all issues related to the project.
- Setup focal points and partnerships with Palestinian and Arab NGOs in the U.S, Europe, and Australia to assist us in reaching out TOKTEN volunteers.
- Manage and administer the TOKTEN website.

Competencies:

- Takes ownership of all responsibilities and honors commitments.
- Speaks and writes clearly and effectively.
- Works collaboratively with colleagues to achieve organizational goals.
- Develops clear goals that are consistent with agreed strategies.
- Monitors and adjusts plans and actions as necessary.
- Operates in compliance with organizational regulations and rules.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to perform a broad range of activities aimed at effective and efficient functioning of TOKTEN programme.
- Confidentiality.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities
- Actively seeks to improve programmes or services.

Minimum Qualifications:

- University degree in business, development, management or related discipline or equivalent work experience.
- 2 to 3 years experience in management, project management, coordination or human resources.
- Ability to network, develop connections maintain relations with individuals, institutions and government ministries.
- Knowledge of the local culture, economy and political situation as well as the UNDP mandate for development and

the UNDP's millennium development goals (MDGs).

- Knowledge of the Palestinian local government system is an asset.
- Fluent in English, excellent communication and report-writing skills.
- Ability to travel through the West Bank and Gaza.
- Ability to work under pressure and to meet strict guidelines.
- Work experience with an international organization and/or UN agencies is an asset.
- Must be a Palestinian National.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 22 October 2007

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