

United Nations Development Programme

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



Vacancy Announcement United Nations Volunteers (UNV) & Transfer of Knowledge Through Expatriate Nationals (TOKTEN) Programmes Programme Assistant

Position: Programme Assistant

Duty Station: UNDP/PAPP Jerusalem Office

Duration: 1 Year

Deadline: 3 July 2007

UNDP/PAPP is seeking qualified candidates for "Programme Assistant".

General Responsibilities:

Under the direct supervision of the UNV –TOKTEN Programmes Manager she/he will:

1. Provide project administration and management support to the Programme Manager and 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, editing, and formatting computer documents, central record keeping, data input and UNDP/PAPP systems follow-up and processing.
2. Assist in the formulation of UNV-TOKTEN Programme work plans.
3. Administrative and Operations support to the UNV programme.
4. Set up and maintain an organized filing system and establish document control procedures.
5. Ensure prompt compiling, copying and distribution of all project reports.
6. Liaise with counterparts and project staff to facilitate project requirements.
7. Draft and prepare reports reflecting a high standard of English and proficiency in Word and Excel computer applications.
8. Assist with the translation of documents from English to Arabic.
9. Assist in the monitoring of schedules and timetables, including UNV attendance sheets and security plan updates in cooperation with the Programme Manager .
10. Review incoming operational and financial reports in terms of completeness and formal correctness in cooperation with the project manager.
11. Maintain and update UNDP and UNV reporting schemes and matrices.
12. Liaise with the counterparts administrative managers on all issues related to UNV and TOKTEN projects.
13. Perform relevant duties as assigned.

Qualifications :

- High school degree or Diploma with 2-3 years of experience in related field.
- 3 years of Program experience in a team environment, including strong organizational and administrative skills.
- Strong English & Arabic communication skills (written and oral)
- Experience in the use of office software packages and web-based management systems.
- Must be Palestinian nationality.
- Experience with UN Agencies is an asset.
- Experience with UNDP's Atlas system is an asset.
- Knowledge of UNDP's rules, regulations, and procedures is an asset.

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: Programme Assistant-UNV & TOKTEN, by E-mail to hr.ps@undp.org or by fax to 02-6268223.

Deadline: 3 July 2007

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