

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Content Development Specialist

Duty Station: West Bank oPt

Duration: 10 months

Deadline: 20 December, 2006

UNDP/PAPP is seeking a qualified candidate for the position of **Content Development Specialist** for the Community Portal Development Project, financed by the Human Security Trust Fund.

The project will provide a Community Portal in Arabic to serve Nablus, Tulkarm, Jenin, Qalqiliya, Tubas and Salfit where UNDP/PAPP has established community and women's centers that are equipped with computers and Internet access. The aim of this initiative is to increase access to information via the Internet which will provide a tool for development, alleviation of poverty and empowerment.

Duties and Responsibilities:

Under the supervision of the Project Manager, the **Content Development Specialist** will be responsible for:

- Liaise with the Field Information Collection Officers.
- Analyze information and writing and developing Portal content in Arabic based on the needs assessment conducted by the project (Design of the portal and other technical support will be outsourced).
- Upload all information to the Portal in Arabic.
- Identify trainees in communities for content writing.
- Develop related training materials in Arabic.
- Conduct training for continued content writing.
- Report on a regular basis to the Project Manager.
- Submit required reports.
- Perform other duties as required.

Qualifications:

- Excellent analytical and writing skills in Arabic.
- A minimum of 6 years experience in research and fieldwork.
- Preferably a Master's Degree in a related field.
- Very good Arabic and English language skills.
- Computer literacy.

To Apply:

- Interested candidates should send their application to UNDP/PAPP Offices in Jerusalem, specifying the position: **Content Development Specialist**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **Monday 20 December 06.**