

UNITED NATIONS DEVELOPMENT PROGRAMME
EXTERNAL VACANCY ANNOUNCEMENT No. UNDP/SC/2009/004



Date of Issue: 21 January 2009

Closing Date: 4 February 2009

Post Title : **Project Assistant / Energy and Environment**
Office/Dept : **Energy & Environment \ Unit, UNDP Liberia**
Contract Type : **Service Contract (SC-6 Mid)**
Duty Station : **Monrovia, Liberia**
Duration of assignment: **Twelve –months (renewable based on satisfactory performance)**
Starting Date : **Immediately**

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Background

The United Nations Development Programme (UNDP) country office in Liberia has been the leading UN Agency to partner with the Government of Liberia for several years in environmental sustainability. Environment is one of the pillars of UNDP programme in Liberia, and has been used over the years to build local capacities and empower and strengthen individuals and national institutions to manage Liberia's environment

General Description of Duties

Under the overall direction of the ARR/Pro-poor and direct supervision of the Project Manager for Energy & Environment, the Project Assistant will carry out the following tasks:

- Provide technical and administrative support for the collection and compilation of documents on environmental issues to be addressed, particularly following on:
 - National Environmental Action Plan
 - Disaster Management policy, Action and Contingency Plans
 - Establishment/ Capacity Building of Nature Clubs
 - Monitoring the implementation of GEF funded projects
- Provide/Compile and disseminate information to partners/stakeholders on meetings and workshops to be held including logistical issues and support preparation of reports on same;
- Assist in monitoring and evaluation of environment projects implemented by partners
- Assist in the development of project concepts and proposals
- Assist in the review and analysis of concept notes and project proposals received, and submit recommendations to the Project Manager
- Assist in tracking the implementation of projects and make recommendations for improvements, if deemed necessary;
- Participate in reviewing reports and status updates of projects progress;
- Assist in determining constraints that may arise in project delivery and management and advising the Project Manager on appropriate action, and report back on progress;
- As directed by the Project Manager, support information sharing (including bulletins), awareness raising and training as required; and

- As directed by the Project Manager attend related project meetings and prepare briefing reports for the Project Manager
- Provide inputs and support to the preparation of progress and annual reports on energy and environment issues;
- Assist in capacity building initiatives for implementing partners relative to UNDP-GEF project implementation procedures, policies, etc.
- Assist in building capacity of project staff in the use of ATLAS; and
- Perform other tasks as may be required and assigned by supervisor.

Functional Competencies

- Working with and through people;
- Knowledge of local/ international/ sub regional environmental issues and related policies;
- Innovative, results oriented and advancing new approaches;
- Strategic planning; and
- Proficiency in office software application

Qualifications and Experience

- Candidate must have a minimum of Bachelor Degree in environmental studies, biological science, social science, Economics and management and at least three to five years of working experience in public or private sector especially the NGO and UN Systems. Knowledge in the use of ATLAS and GEF project cycle management is an added advantage.

Learning Requirement:

Fluency in Oral and Written English

Email application to this vacancy should be sent to vacancies.lr@undp.org. Please insert vacancy announcement number in the subject of the email or written application. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Forward all written applications to:

Deputy Resident Representative (Operations)
Attention: HR Unit
United Nations Development Programme
Simpson Apartment, Sekou Toure Avenue, Mamba Point
Monrovia, Liberia

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.

Cc: All UN Agencies in Liberia