

**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** : **Programme Associate / Rule of Law / Democratic Governance**  
**Office/Dept** : **Governance Unit, UNDP Liberia**  
**Contract Type** : **Service Contract (SC-6 Mid)**  
**Duty Station** : **Monrovia, Liberia**  
**Duration of assignment:** **Twelve -months**  
**Starting Date** : **Immediately**

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

### **General Description of Duties**

Under the guidance of the UNDP Democratic Governance Rule of Law Project Officer; work closely with stakeholders within the Rule of Law sector in providing technical assistance and Field oversight responsibility for UNDP Rule of Law projects:

- Ensure the complete installation and operationalization of an information system supporting the Judiciary arm of the Government of Liberia;
- In close coordination with the JIMS project designated staff, conduct training workshops for field data collectors and data processing clerks to facilitate the updating of the Court facilities database deployed at the Temple of Justice.
- Provide technical support for the conduct of court facilities and resource assessments in 14 counties.
- In coordination with Senior Management of the Temple of Justice and in collaboration with the web host for the Judiciary website, support the uploading of relevant content materials for publication on the website;
- In close consultation with relevant stakeholders, provide liaison support for the implementation of other projects under the Rule of Law pillar;
- Provide technical support in court related data collection process, analyze and produce report for decision makers in the sector.
- Facilitate Global Positioning System (GPS) training for stakeholders and projects of the Rule of Law for mapping of courts facilities in Liberia

- Develop strategy plan for the implementation of Rule of Law Projects.
- Support the development of Annual work plan (AWP) for the Governance Programmes.
- Attend Rule of law related meetings and activities and produce minutes and reports.
- Develop monitoring and evaluation plan for Rule of Law Projects and make frequent field visits.
- Any other tasks assigned by the Governance Unit.

### **Educational Qualifications and Experience**

- Bachelors Degree in Business Administration or equivalent
- Prior experience in procurement/logistics for at least 5 years; UNDP prior experience preferable.

### **Competencies**

- Fluent in English.
- Proficient in computing programmes (MS Word, Excel, Power Point a must)
- Knowledge of ATLAS a definite advantage
- Excellent communication skills
- Flexibility and ability to work in stressful situations.

Email application to this vacancy should be sent to [vacancies.lr@undp.org](mailto: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*