



**UNITED NATIONS DEVELOPMENT PROGRAMME
INDIVIDUAL PROCUREMENT NOTICE**

Type of Consultancy: Individual Consultancy
Deadline for Application: 9 July 2018
Post Title: **Project Associate**
Contract Duration: Five (5) months
Supervisor(s): Programme Analyst, Capacity Development, UNDP

Organizational Context

An updated national report is required of all Convention of Biological Diversity (CBD) Parties to understand changes in the status and trends of biodiversity, and their implications. This report is also required of all countries that have accessed the Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) and is aimed at updating the country's National Biodiversity Strategies and Action Plans (NBSAPs). The "Support to Eligible Parties to Produce the Sixth National Report (6NR)" project seeks to develop a high quality, data driven Sixth National Report (6NR) that will improve national decision-making processes for the implementation of NBSAPs.

The Capacity Development Unit in the Jamaica Country Office is responsible for the management and implementation of the Country Office Programme. This is undertaken through constant interaction with implementation partners focusing on building their capacities to implement successful projects. The Unit also carries out quality control functions including but not limited risk identification and mitigation, financial management and results-based management for project activities.

Summary of Key Functions:

Under the guidance and supervision of the Programme Analyst, Capacity Development, and in close collaboration with the Programme Specialist, the Project Assistant will provide project administration, and technical support to the Capacity Development Unit in the UNDP Jamaica Country Office

Recruitment requirements:

Education:

- University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences
- Certification in project management will be an asset

Experience:

- At least two years' progressively responsible administrative or programme experience is required at the national or international level.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

- Experience working on development projects would be an asset.
- Experience working with UNDP or other international partners would be an asset

Language:

- Proficiency in written and spoken English.

Applications:

ONLINE APPLICATIONS ONLY

www.jm.undp.org/content/jamaica/en/home/operations/jobs

All applications should be accompanied by a completed and duly signed Personal History Form (P11 form). Detailed Job Description and P11 Form is available at www.jm.undp.org

This consultancy is open to qualified male and female nationals. We thank you for your application but only short listed candidates will be contacted.