

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2008/EUO/ICA/PRS
Post Title	Project Research Specialist
Post Level	ICA
Org Unit	Participation Unit
Duty Station	Beirut, Lebanon
Duration	One year
Closing Date	1 March 2008

Background

In the context of its efforts to promote democratic governance through participation, and in line with the UNDP Strategic Plan Focus Areas, more specifically the key result areas under Democratic Governance: 1) Fostering inclusive participation and 2) strengthening responsive governance institutions, UNDP's Programme on Governance in the Arab Region ("POGAR") (www.pogar.org) is currently implementing a parliamentary development project with the Iraqi parliament and has recently engaged to provide capacity building and support to the Iraqi High Electoral Commission ("IHEC"). A number of activities will be implemented during 2008-2009 in the context of these two projects.

POGAR is therefore seeking to recruit a Project Research Specialist who will be responsible for assistance in the overall efforts to implement all these activities. The Project Research Specialist will be expected to carry out research in relation to positive Iraqi law, practices within the Iraqi parliament and IHEC, as well as on international and regional best practices. He/she will also be expected to provide administrative assistance in organizing the various activities that will take place in relation to the above mentioned projects.

Duties and Responsibilities

Under the direct supervision of the Programme Manager of the Participation Pillar, POGAR and the Legal Specialist in charge of all Iraq-related activities, including the projects with the Iraqi parliament and the High Electoral Commission; and in coordination with the Participation Pillar team members, the Project Research Specialist will be responsible for:

- Assisting in the planning, organization and implementation of all workshops, training sessions and activities inside and outside Iraq;
- Carrying out substantive research in relation to the various activities that will be implemented in the context of POGAR's assistance to the Iraqi parliament and IHEC;
- Following up on the translation and distribution of various research and knowledge products;
- Coordinating all activities with local partners and with civil society in Iraq;
- Assist in the preparation of progress reports; and
- Promoting the POGAR initiative, and support UNDP's efforts to promote the rule of law and good governance in Iraq.

Required Selection Criteria

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office; and
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects;
- Strong IT skills

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Remains calm, control and good humor under pressure; and
- Demonstrates openness to change and ability to manage complex situations.

Education/Experience/Language

The incumbent should have the following qualifications and experiences:

- Advanced university degree in law, political science, or a related field;
- At least two years of professional experience in the Arab region, including significant work on parliamentary development, and with civil society in relation to development issues; and
- Fluency in Arabic (oral and written), and working knowledge of English.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) [English Version](#) or [French Version](#) via e-mail to registry@undp-pogar.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.