













# INVITATION TO APPLY FOR CAREER OPPORTUNITIES IN UNDP ARMENIA.

UNDP Armenia announces job opportunities for :

<p>Post title: <b>Portfolio Manager</b> Post No. 60080004. The incumbent is the manager of Democratic Governance, ICT and Disaster Management portfolio. <b>Qualifications.</b> <b>Education:</b> Minimum Master's degree in Political Sciences, Social Sciences, Economics or related fields. <b>Experience:</b> minimum five years relevant experience at the national level to establish a working understanding of inter-relationships among international organization and national government. Experience in managing development projects/programmes in areas related to ICT development, Human Rights, civil society, experience in policy-level analysis. Proven and excellent management skills, high analytical and problem solving abilities, coupled with strong communication and leadership ability. Experience in team management. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet).</p> <p><b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>Post title: <b>Portfolio Manager</b> Post No. 60080003. The incumbent is the manager of Environmental Governance and HIV/AIDS portfolio. <b>Qualifications.</b> <b>Education:</b> Minimum Master's degree in Environmental Sciences, Natural resources management, Social Sciences or related field. <b>Experience:</b> minimum five years relevant experience at the national level to establish a working understanding of inter-relationships among international organization and national government. Experience in managing development projects/programmes in areas related to Natural Resources and Environment, experience in policy-level analysis. Proven and excellent management skills, high analytical and problem solving abilities, coupled with strong communication and leadership ability. Experience in team management. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet).</p> <p><b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>Post title: <b>Portfolio Manager</b> Post No. 60080019 The incumbent is the manager of Socio-Economic Governance portfolio. <b>Qualifications.</b> <b>Education:</b> Minimum Master's degree in Political Sciences, Social Sciences, Public Administration, Economics or related fields. <b>Experience:</b> minimum five years relevant experience at the national level to establish a working understanding of inter-relationships among international organization and national government. Experience in managing development projects/programmes in areas related to poverty alleviation, community development, experience in policy-level analysis. Proven and excellent management skills, high analytical and problem solving abilities, coupled with strong communication and leadership ability. Experience in team management. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet).</p> <p><b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>Post title: <b>Operations Manager</b> Post No. 60080002 The incumbent acts as an adviser to management on Administration and Common System Operations and Manager of the Operations Centre. This includes human resources management, financial management, operational and logistical activities including procurement, transportation, events organizing and communication activities. <b>Qualifications.</b> <b>Education:</b> Min. Master's Degree in Business Administration, Accounting or HR Management. <b>Experience:</b> minimum five years relevant experience at the national level- to establish a working understanding of managing internal office operations, and inter-relationships among international organization and national governments. Proven and excellent management skills, coupled with high-level communication and leadership ability. Proficiency in the usage of computers and office software packages, competency in the handling of web based management systems (internet/intranet).</p> <p><b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>Post Title: <b>Programme Finance Assistant</b> Post No. 60080011. The incumbent is responsible for Programme financial resources planning and management, resource mobilization and financial information management. <b>Qualifications :</b> <b>Education:</b> Minim. First University degree in business administration, finance or related discipline. <b>Experience:</b> Five-six years experience in similar job; specialized experience in Programme, Finance. Proficiency in the usage of computers and office software packages, competency in the handling of web based management systems (internet/intranet). Knowledge of systems that support finance operations. Knowledge of programme and project management. <b>Languages :</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>Post title: <b>Programme Assistant</b> Post No. 60080020 The incumbent is responsible for provision of data analysis on programme finance and preparation of special reports, monitoring the cost, sharing &amp; tracking of cost sharing income. The incumbent processes, monitors, verifies and analyses UNDP projects transactions. <b>Qualifications.</b> <b>Education:</b> Minimum First University degree in Accounting, Financial Management, Business Administration or in the related field. <b>Experience:</b> minimum five years office experience, proficiency in the usage of computers and office software packages (Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet). <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>
<p>asset.</p> <p>Post title: <b>Programme Assistant</b> Service Contract The incumbent compiles, analyses, summarizes data pertaining to programme areas of project management. Maintains records, documents and workplans for the monitoring of project implementation; prepares the first draft of budget revision for supervisors' portfolio. <b>Qualifications.</b> <b>Education:</b> Minimum First University Degree in Economics, Political Sciences. Experience in financial management would be an asset. <b>Experience:</b> minimum five years relevant experience, proficiency in the usage of computers and office software packages (MS Office, Excel, Power Point), competency in the handling of web based management systems (internet/intranet). <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>asset.</p> <p>Post title: <b>Information and Resource Mobilization Assistant. Support to UN Resident Coordinator(RC).</b> Post No. 60080005 The incumbent is responsible for the planning, implementation and follow-up on information and communications policy of the Country Office. The incumbent is responsible for programme advocacy of UNDP and supports the UNDP DRR /UN RR/RC in resource mobilization. The incumbent also provides information and communication support to the office of the UN RC. <b>Qualifications.</b> <b>Education:</b> University Degree in PS, Social Science or related field. <b>Experience:</b> minimum five years relevant experience at the national level. Proven and excellent communication skills coupled with high-level leadership ability. Proficiency in the usage of computers and office software packages, competency in the handling of web based management systems (internet/intranet). <b>Languages:</b> Excellent knowledge of English, Armenian. Knowledge of Russian is an asset.</p>	<p>asset.</p> <p>Post title: <b>Finance Assistant</b> Post No. 60080006 The incumbent serves as an assistant with responsibility for accounts maintenance and budget control functions in the office and provides the necessary assistance in accounting and financial matters to UNDP RR, UN Agencies and UNDP projects. <b>Qualifications.</b> <b>Education:</b> Min. First University Degree. Specialized Training in accounting and finance. <b>Experience:</b> five-six years of accounting experience, full proficiency in computerized accounting systems, finance. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet) <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>asset.</p> <p>Post title: <b>HR Assistant</b> Post No. 60080007 The incumbent is responsible for HR management support functions in UNDP Armenia Country Office and for provision of the necessary assistance in personnel matters to UNDP Resident Representative, UN Agencies and UNDP/UNFPA/UNOPS Project staff. <b>Qualifications.</b> <b>Education:</b> Minimum first University Degree. Specialized Training in administrative procedures and knowledge of human resources rules and regulation. <b>Experience:</b> Five years of progressively responsible administrative work. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet) <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>asset.</p> <p>Post title: <b>Administrative Assistant</b> Post No. 60080008 The incumbent is responsible for carrying out general administrative support functions (travel, visa, events organization and management, logistics, etc). in the UNDP CO and for provision of the necessary assistance in procurement matters. <b>Qualifications.</b> <b>Education:</b> First University Degree. Specialized Training in administrative procedures and /or knowledge of general administration. <b>Experience:</b> Five years of progressively responsible administrative work. Proficiency in the usage of computers and office software package (MS Word, Excel, Power Point), competency in the handling of web based management systems (internet/intranet) <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>	<p>asset.</p> <p>Post title: <b>Executive Assistant</b> Post No. 60080012 The incumbent ensures effective and efficient management of the UNDP Resident Representative and UNDP Deputy Resident Representative offices, supporting RC/RR &amp; DRR in all activities and functions inherent to the position with regard to UN and UNDP responsibilities. <b>Qualifications.</b> <b>Education:</b> Minimum First University degree, with specialized training in relevant field <b>Experience:</b> five years office experience, proficiency in the usage of computers and office software packages, competency in the handling of web based management systems (internet/intranet, etc). <b>Languages:</b> Fluent in English, Armenian. Knowledge of Russian is an asset.</p>

**How to Apply.** Applicants are requested to submit

- an **achievement-oriented CV** (format is available on [www.undp.am/vacancies](http://www.undp.am/vacancies));
- a **statement of interest** (in English only), indicating the motivation for applying for the positions (maximum 2 pages);
- copies of diplomas.

Address: 14 K.Liebnekht street, UNDP, Yerevan, Armenia.  
You are requested to indicate Post title and Post number you apply for in the CV and your statement of interest.

Full post profiles are available on [www.undp.am/vacancies](http://www.undp.am/vacancies). Hard copies (post profiles and CV template) can be obtained from the UN Armenia Security Service.

**Deadline.** The deadline for submission of applications is 21 October 2002, 10 a.m. Late or incomplete applications will not be considered.

**Queries.** All questions related to the job opportunities should be directed to [naira@undp.am](mailto:naira@undp.am) or [onaira@undp.am](mailto:onaira@undp.am). You can also call at 583194, 560340.

**Important information.** Post vacancies will be opened to all eligible internal UNDP candidates as a matter of priority (first round). If no eligible internal candidates are found with the required competencies, the vacant post(s) will then be opened to external candidates (second round). Only short-listed candidates will be invited to written tests / interviews.

