

Project Associate – UNDP

A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development

Location: Beirut, Lebanon

Deadline for application: March 26, 2024

Contract Duration: 1 year

Major: degree in Business Administration, or any related field

Experience: 3 – 5 years of experience

Major Responsibilities:

- Assist the Project Manager in day-to-day management and oversight of project activities.
- Undertake M&E activities and knowledge resources management.
- Assist in drafting inception, progress and final reports, manuals, communications, press releases and awareness material.
- Provide administrative and logistical assistance, including keeping records of project funds and expenditures, and ensuring all project-related financial documentation is well maintained and readily available when required by the Project Manager.
- Assist in preparing for meetings and presentations.
- Schedule and participate in conferences, workshops, and events.
- Draft correspondence in English and/or Arabic and follow up on correspondence.
- Provide necessary financial information as and when required for project management decisions.
- Provide necessary financial information during project audits.
- Review annual budgets and project expenditure reports and notify the Project Manager if there are any discrepancies or issues.
- Support the preparation, implementation, monitoring, and evaluation of the project's communication plan.
- Perform additional tasks, within the scope of work and as required by the Project Manager

Additional Requirements:

- Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements.
- Overall document (hard or electronic) management. Registry and retention policy including storing and archiving
- Ability to create and manage processes to achieve UNDP's long and short-term financial goals, including through planning, budgeting, forecasting, analyzing, and reporting
- Knowledge of contract management concepts, principles and methods, and ability to apply this to strategic and/or practical situations

- Ability to effectively plan, organize, and oversee the organization’s business processes to convert its assets into the best results in the most efficient manner.
- Knowledge of relevant concepts and mechanisms
- Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- Ability to manage communications internally and externally, through media, social media, and other appropriate channels.
- Experience in the use of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of web-based management systems such as ERP is required.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802