



## **Job Vacancies**

### **Background**

The Union of Agricultural Work Committees (UAWC) is a leading Palestinian Agricultural Development Organization that was established in 1986. Since its establishment, UAWC has been actively engaged in Palestinian land development, water resource management, poverty reduction, women's empowerment, olive oil marketing, and various other rural development programs.

UAWC is seeking qualified applicants to fill the following positions in Ramallah city.

**Estimated start date:** 1<sup>st</sup> December, 2014.

### **1- Gender Specialist**

#### **Core duties and responsibilities**

- Ensure effective gender mainstreaming and integration in all stages of UAWC's projects and programs
- Provide support, training and technical assistance to UAWC's staff and partners on gender and related topics
- Monitoring the implementation of suggested gender mainstreaming tools.
- Increase UAWC's institutional capacity to advocate for gender equity and women's rights
- Coordinate with and provide support to the Monitoring and Evaluation officer in meeting gender-related M&E activity and performance indicator requirements for the EU and NRO projects.
- Contribute to the development of annual work plans, performance monitoring systems and tools, and writing of progress, quarterly and final program reports.
- Develop gender mainstreaming guideline manuals for UAWC's staff
- Develop training and promotional materials on gender mainstreaming and gender equity approaches

#### **Minimum experience & qualifications**

- Bachelor's degree in development and/or gender & women's studies.
- Minimum 3 years relevant experience in gender programming and gender equity advocacy.

### **Skills and attributes:**

- Strong commitment to social justice and gender equity
- Ability to work independently and as a team
- Strong analytical and problem-solving skills
- Computer literacy in Microsoft office programs, including data processing skills.
- Strong skills and sensitivity in interacting with first and worst impacted community members, particularly women
- Fluency in English and Arabic
- Strong written and oral communication skills in English and Arabic

## **2- Procurement Assistant**

### **Core duties and responsibilities**

- Prepare tender documents including Bills of Quantities and Technical Specifications for relevant commodities and services
- Follow up on Tenders and Request for Quotations including receiving, revising and analyzing offers submitted by vendors, and the preparation of awarding recommendation reports
- Develop and maintain updated lists of short-listed vendors.
- Maintain and update tracking sheets for contracts and purchase orders
- Follow up on contracts implementation and inspect the related deliverables.
- Coordinate with suppliers and relevant local authorities.
- Maintain and ensure proper filing system for procurement documents.

### **Minimum experience & qualifications:**

- Bachelor's degree in business administration, finance, or other relevant fields.
- Minimum 2 years of experience in local and international procurement procedures.

### **Skills:**

- Computer literacy in all Microsoft office programs.
- Written and oral fluency in English and Arabic
- Strong time management skills
- Ability to work under pressure and meet deadlines

Qualified and interested candidates are requested to submit their CVs along with a cover letter explaining why they think they are suitable for this position. Applications should be submitted by email at [admin@uawc-pal.org](mailto:admin@uawc-pal.org), or by Fax: 02 2965545. Deadline for accepting applications is **Monday, 24<sup>th</sup> of November 2014.**

***Only short listed candidates will be contacted.***