



VACANCY
IT Communications &
Outreach Coordinator
VA/2010/ASCLME/ICA/002



The UNDP/GEF ASCLME Project invites suitably qualified individuals to apply for the advertised position.

The IT, Communications and Outreach Coordinator, who reports directly to the Project Director in the field and for technical aspects to the Team Lead, ICT Services at Headquarters, is responsible for efficient and effective ICT management and support to the ASCLME Project as well as the overall coordination of all communications and outreach related to Project activities. In the discharge of her/his duties, the ITCO Coordinator liaises with UNOPS Programme Support Officers, Chief Technical Advisers and Portfolio Managers & Portfolio Assistants in order to ensure best support, together with local ICT service suppliers. Furthermore, the ITCO Coordinator is responsible for liaising with all relevant stakeholders to ensure effective communications and outreach activities.

Applications should be submitted by email to: HR@asclme.org, together with a full CV and UN PII form.

For a full Terms of Reference and for a PII form, please refer to our website,
<http://www.asclme.org/jobs/>

Closing Date: 8 November 2010

Please note only those candidates that are short-listed for interviews will be notified.