



WWW.MDLF.ORG.PS

صندوق تطوير وإقراض البلديات  
Municipal Development & Lending Fund



## **Vacancy for TECHNICAL SUPPORT OFFICER**

The Municipal Development and Lending Fund (MDLF) is a semi-governmental entity established to accelerate Palestine's drive toward high responsiveness, self-sustained, decentralized, prosperous and creditworthy local governments. MDLF has been working intensively to improve the delivery of local infrastructure, municipal services, efficiency and accountability and promote economic development.

MDLF is seeking a qualified, experienced, results-oriented senior staff for the position of Physical Planning Officer

### **ROLES AND RESPONSIBILITIES**

Oversee implementation of project technical activities and coordination with municipalities in West Bank and Gaza in close coordination and collaboration with Institution Development and Technical assistance department staff and under the supervision of the head of department.

### **MAIN RESPONSIBILITIES AND TASKS:**

- Manage the provision of technical support to improve municipal service delivery, , participatory development, and implementation of national level priorities and guidelines
- Oversee the implementation Of Operation and Maintenance package, conduct site visits to supervise the implementation and provide quality control
- Oversee the implementation Of Fixed Assets Registration & Valuation package, conduct site visits to supervise the implementation and provide quality control ;
- Oversee the implementation Of Citizen Service centers package, conduct site visits to supervise the implementation and provide quality control ;
- In coordination with other colleagues, represent and manage day-to-day activities as needed and maintain relationships with the municipalities, MoLG and MDLF partners;
- Support municipal and regional counterparts to work together in preparing municipal plans & strategies, etc.
- Support LGUs in establishing or improving mechanisms to improve good governance, transparency and accountability to the citizens.
- Assist in development of capacity development training workshops and materials.



WWW.MDLF.ORG.PS

صندوق تطوير وإقراض البلديات  
Municipal Development & Lending Fund



- Prepare weekly and/or other reports as requested by the direct supervisor.
- Other related work as requested by the department manager, head of operations or MDLF general manager.

### **QUALIFICATIONS**

- Bachelor degree in Civil engineering or a relevant field;  
Master's Degree in a relevant field is a plus, such as Strategic Planning, Public Administration, Business Administration, or other related discipline.
- A minimum of 5 years of work experience, preferably in the implementation of donor-funded development projects, and at least 3 years of direct experience in supporting municipal development or local governance projects.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team, accept responsibility, and be extremely discrete with sensitive information.
- Strong computer skills, Proficient in Microsoft Office package, especially Excel, Outlook, PowerPoint, and Word;
- Fluent in Arabic, excellent English speaking and writing skills.

### **SUBMISSION GUIDELINES:**

Candidates should submit their CV to the email: [TSO@mdlf.org.ps](mailto:TSO@mdlf.org.ps)

*The deadline for submission is 28 August 2017*

Only short listed candidates will be contacted and called for interview.