



Tbilisi, 27 September, 2006

The United Nations Development Programme (UNDP) in Georgia is announcing vacancy for the position of Regional Assistant for the **UNDP project # 00012720 “Capacity Building of Public Defender’s Office in Georgia”**.

Post Title and Level: Regional Assistant (full time)
Duty Station: Tbilisi, Georgia
Starting date: October 2006
Organisation Unit: UNDP Project # 00012720 “Capacity Building of Public Defender’s Office in Georgia”

Under the direct supervision of the Project Coordinator, Regional Assistant is responsible for carrying out the following duties and responsibilities:

Duties and Responsibilities:

- Assist in coordinating the work of the regional offices and ensure effective and timely reporting procedures;
- Assist in organizing relevant periodical regional trainings and seminars;
- Collect program and monitoring reports from regional offices of West Georgia of PDO;
- Coordinate and liaise with relevant regional governmental and non-governmental organizations;
- Assist in organizing roundtable discussions and meetings with NGOs;
- Assist Public Defender in controlling processes of regional monitoring, mobilizing and coordinating partner NGO in monitoring and reporting efforts;
- Assist Public Defender in providing legal advice on complicated cases to the regional offices;
- Carry out evaluation/assessment of activities;
- Conduct regular field visits to three regional offices of PDO and other regions as required;
- Assist in writing progress reports for UNDP and other partners as required;
- Perform other duties as requested.

Qualifications Requirements:

Knowledge & Skills:

- University degree in Law ;
- Outstanding computer skills;
- At least three years of previous experience in working in a related field;
- High sense of responsibility, willingness to take initiative, excellent communication skills and team spirit are important assets;
- Analytical skills;
- Ability to work in team and work-oriented;
- Affinity with the mandate and role of the United Nations;
- Excellent driving skills.

Languages: Fluency in English, Georgian, Russian is plus

How to apply:

Interested persons are welcome to submit their detailed CV and motivation letter in English in a sealed envelope with clearly marked post title to the following address: 11, Machabeli, Tbilisi, Public Defender’s Office, not later than **6 p.m. on 5 October, 2006**. Only short-listed applicants will be contacted.