



Tbilisi, 27 September, 2006

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

**Post Title and Level:** Project 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”

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Under the direct supervision of the Senior Expert of Tolerance Centre, Project Assistant is responsible for carrying out the following duties and responsibilities:

**Duties and Responsibilities:**

- Handling incoming and outgoing correspondence;
- Maintaining filing system; properly files, registers and keeps track of contracts and other documents related to the project;
- Maintaining regular contacts with representatives of different confessions, NGOs, governmental and other institutions;
- Translating any documents related to the project from English to Georgian/Russian and from Georgian/Russian to English;
- Assisting in organizing roundtable discussions, workshops and other events connected with the implementation of the project, including logistical arrangements;
- Assisting in drafting progress reports and other required materials for UNDP and other partners as required;
- Assisting in preparing background materials for use in discussions and briefing sessions;
- Handling incoming and outgoing phone calls;
- Performing other duties as required

**Qualifications Requirements:**

Knowledge & Skills:

- University degree in Public Administration, Social Sciences or other related field will be an asset but not a requirement;
- 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.

Languages: Fluency in Georgian, English, Russian

**How to apply:**

Interested persons are welcome to submit their detailed CV and motivation letter in English to the following address: 11, Machabeli Street, Tbilisi, Georgia not later than **6 p.m. on 5 October, 2006**. Only short-listed applicants will be contacted.