



Syria – سورية



Vacancy

Administrative/Finance Assistant

“Support to Juvenile Justice in Syria” SYR/10/003

Registration no. 11:

The Office of the United Nations Development Programme (UNDP) in Syria, in cooperation with the Ministry of Social Affairs and Labor is seeking to recruit a highly-qualified **Administrative/Finance Assistant** within the framework of project “**Support to Juvenile Justice in Syria**” SYR/10/003.

Prospective applicants should review the detailed Terms of Reference at the UNDP Syria Website:

www.undp.org.sy

Qualified Syrian Applicants are encouraged to apply by submitting a cover letter and detailed curriculum vitae with supporting documents to: UNDP Human Resources, P.O. Box 2317, Damascus. **The envelope should be clearly marked with the following: Application for Admin/Finance Assistant SYR/10/003, Registration no. 11**; or to e-mail address un.vacancy@undp.org with the subject line: Application for Admin/Finance Assistant SYR/10/003, Registration no. 11:

The deadline for receiving applications is 8 March 2010.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.