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Letter of Invitation

Ref. no.: Eol-21/02213

February 18, 2021

Subject: *call for expression of interest for selecting the Assistant and the Project development manager for the Green City Lab*

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby announces an Expression of Interest for interested individuals to apply for the position of assistant for the Green City Lab; and the project development manager for the Green City Lab.

Under the overall guidance and supervision of the executive director the assistant, is expected to support and assist in various aspects of GCL procurement, financial management and reporting.

The project development manager is expected to provide effective and efficient support to GCL director in development of projects proposals and new service lines to secure suitable funding and resources for GCL functioning.

Both, the project development manager, and the assistant will be appointed by the GCL Executive Director based on results of the UNDP lead job recruitment process.

This Expression of Interest includes the following documents:

1. This Letter of Invitation (English);
2. The call for expression of interest for selecting the Project development manager for the Green City Lab (English);
3. The call for expression of interest for selecting the Assistant for the Green City Lab (English).

The proposals should be submitted in accordance with provisions stipulated in the call for expression of interest document.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Announcement as the focal point for queries on this Expression of Interest.

Yours sincerely,

Andrea Cuzyova

Andrea Cuzyova
Deputy Resident Representative