

## Vacancy Announcement

A Palestinian NGO works in empowerment and local development is seeking for a qualified candidates for the following positions:

### 1) Field Coordinator: (Duty Station in Ramallah)

#### Required Qualifications and Conditions:

- Bachelor's Degree in law, public administration, business management, civil institutions management, journalism, sociology, or any specialization in the humanities.
- The ability to access the city of Jerusalem on a permanent basis.
- Ability to prepare operational plans for projects.
- Practical experience of not less than one year in project management.
- Full knowledge of the political framework in Palestinian Society specifically in Jerusalem
- Advanced communication skills
- Ability to work under pressure
- The ability to manage files, financial activities
- Proficiency in English and Arabic
- Ability to prepare reports in Arabic and English
- Computer skills

### 2) Administrative and Financial Assistant: (Duty Station in Ramallah)

#### Required qualifications and conditions:

- Bachelor's Degree in Business Administration, English language, Public Administration, or any related specialty.
- Practical experience of at least one year as an administrative assistant and / or financial assistant.
- Knowledge of the preparation of financial documents based on previous experience in related fields
- Documented experience in public communication
- Advanced computer skills and applications
- Ability to work well with a team
- Ability to work well under pressure
- Ability to prepare reports
- Advanced organization skills
- Experience in documenting and archiving files
- Ability to coordinate activities and events
- Proficiency in English and excellent in Arabic
- Advanced writing skills
  - Applicant who meets the mentioned requirements should Submit their CV and a cover letter to the following address (ann.vacancies@yahoo.com) .
  - CV's and cover letters will be accepted from Thursday, 30/10/2014 until Saturday 08/11/2014.
  - Only short listed candidates will be contacted.

P-(2) 10/29