

Vacancy Announcements

General Framework:

The Palestinian Association for Empowerment and Local Development – REFORM, strives for a society where everyone has the capacity to participate effectively, individual and collective rights are respected, and pluralism is ensured in an independent Palestinian state. REFORM adopts a strategy of sustainably empowering marginalised groups, in particular youth and women from hard-to-reach communities, through establishing safe acting platforms, encouraging community-led developmental processes and shaping a more inclusive governing systems that is responsive to people’s needs.

In this way, REFORM addresses various social fault lines and enhances the individual and collective abilities of women and youth, contributing to the formation of a fairer society where women and youth take leading roles in public life and governing bodies.

In light of the importance of these projects, the Association seeks to contract staff members for the implementation of these projects, in accordance with the following parameters:

1) Field Coordinator: (Duty Station in Ramallah)

Required Qualifications and Conditions:

- Bachelor Degree in law, public administration, business management, civil institutions management, journalism, sociology, or any specialization in the humanities.
- Practical experience of not less than one year in project management.
- Full knowledge of the political framework in Palestinian society, specifically in regards to Jerusalem.
- Advanced computer skills.
- Advanced communication skills.
- Ability to work under pressure.
- Ability to manage administrative and financial files for the activities.
- Proficiency in English and Arabic.
- Ability to prepare reports in English and Arabic.
- Advanced capabilities of working within a team.
- Ability to access the city of Jerusalem on a permanent basis is a plus.

2) Administrative 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 preferably with a financial background.
 - Experience in public communication.
 - Advanced computer skills and applications.
 - Proficiency in English and Arabic.
 - Advanced capabilities of working within a team.
 - Ability to prepare reports in English and Arabic.
 - Experience in documenting and archiving files.
 - Ability to coordinate activities and events.
 - Advanced writing skills.
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- ✓ **Applicant who meets the mentioned requirements should submit their CV and a cover letter to the following address (info@reform.ps).**
 - ✓ **The email subject line MUST include exact position.**
 - ✓ **CVs and cover letters will be accepted from Thursday, 01/12/2016 until Saturday 12/12/2016. Any applications submitted after that will not be considered.**
 - ✓ **Only short listed candidates will be contacted.**
 - ✓ **C.Vs with photos, marital status, or any other distinctive signs will not be considered.**
 - ✓ **For more information about REFORM please visit our website: www.reform.ps**