

Terms of Reference

Intern “Administrative Assistant”

General framework:

The Palestinian Association for Empowerment and Local Development – REFORM, seeks to promote the regulatory processes in Palestine through empowering the marginalized and disadvantaged groups, enhancing their political participation and community activism, facilitate a balanced access for target groups through a comprehensive review of the Palestinian political system, strengthening the superstructure of youth and women, and provide a reliable database for the political and administrative decision makers in Palestinian, and work on the revision and development of the Palestinian human rights system and promote equal public access to it.

In this framework, The Palestinian Association for Empowerment and Local Development is implementing development projects that builds and develops the capacity of youth, and deepening the participatory spaces in political and social level, and playing the vital role of facilitating the flow of information to the Palestinian decision makers, towards developing integrative public policies, based on the needs of the Palestinian public, particularly in marginalized and disadvantaged areas.

And in view of the importance of these projects, the association seeks to contract a communication assistant, in accordance with the following parameters:

Functional tasks

- Coordinate communication among staff.
- Provide technical and logistic support necessary for staff on the administrative and financial levels.
- Coordinate meetings and prepare the reports.
- Act as a link, with the importance of maintaining the flow of information between staff.
- Assist in preparation of correspondence of various parties in the regulatory process.
- Manage shared files in the organization (Shared folders).
- Prepare the daily work list and sent to the staff.
- Archiving and filing.
- Manage different databases.

Other duties delegated by the General Manager and Project Officer.

Qualifications and required skills

- Bachelor's Degree in Business Administration, English language, Public Administration, or any related specialty.
- Documented experience in public communication.
- Advanced computer skills and applications
- Advanced skill in organization management.
- Proven experience on archiving and preservation of files.
- Knowledge of coordinating activities.
- Advance use of social media sites including Twitter, Facebook and LinkedIn.
- Advance writing skills.
- Ability to prepare reports and meeting minutes.
- English and Arabic language proficiency.
- Ability to translate and interpret from Arabic to English and vice versa.
- Ability to work well with a team.
- Ability to withstand working pressure.

Reporting and follow-up system

The Administrative Assistant reports directly to the General Manager.

The Administrative Assistant is requested to assist in the preparation of reports on the following bases:

- Biannual report for partners.
- Annual report for the organization.
- News articles to be submitted to Public Relations Department

Applicant who meets the mentioned requirements should submit their CV and a cover letter to the following address (info@reform.ps) with the subject line "Administrative Assistant".

CV's and cover letters will be accepted until Thursday 12.05.2016.

Only short listed candidates will be contacted.