

## **Vacancy Announcement**

### **Public Relations Officer**

#### **General framework:**

The Palestinian association for empowerment and local development – REFROM, 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 staff for the implementation of these projects, in accordance with the following parameters:

#### **Functional tasks**

- Networking with donors.
- Development of project proposals and presenting it to donors.
- Development of partnerships with other and similar organizations and donors.
- Supervising the organization's webpage and all of its social-networking pages.
- Follow-up calls for proposals.
- Setting meetings with donors and follow-up on these meetings.
- Represent the organizations when commissioned by the General Manager.
- Translation of email correspondence, invitations, agendas and news reports.
- Supervise the work of the IT officer.
- Participate actively in fundraising.
- Supervise the preparation of reports.

- Oversee the development of the organizational frameworks and update the General Manager in this regard.
- Participate in meetings of the Administrative Committee.
- Reports directly to the General Manager.

### **Qualifications and required skills**

- Bachelor in Business Administration, Media, English, public administration or any related specialization.
- Practical experience of not less than two years as Public Relations Officer.
- Experience in public relations in similar organizations.
- Proven experience in communicating with the public.
- Advanced computer skills.
- Advanced capabilities of working within a team.
- Ability to withstand working pressure.
- Ability to prepare reports.
- Advanced skill in management.
- Proven experience on archiving and preservation of files.
- Knowledge of coordinating activities.
- English language as mother tongue.
- Advanced writing skills.
- Good Arabic Language is an assist

### **Reporting and follow-up system**

The public relation officer is reporting directly to General Manager.

The public relation officer is requested to prepare reports on the following bases:

- Monthly newsletter.
  - Biannual report for partners.
  - Annual report for the organization.
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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) .**
  - ✓ **CV's and cover letters will be accepted from Monday , 23/03/2015 until Thursday 02/04/2015.**
  - ✓ **Only short listed candidates will be contacted.**