

Date: 26.06.2022

Vacancy Announcement**Background of REFORM:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the field of empowerment and local development, seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups. REFORM aims to enhance the social and political participation of these groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of youth and women, and to provide a reliable database for the political and administrative decision makers in Palestine.

REFORM is currently looking to recruit a **Project Assistant** in Ramallah. Kindly find below TOR for the position.

General Requirements:

Application Deadline: Monday 04th of July 2022. 16:00 PM

Duty Station: Ramallah

Languages Required: Arabic, Fluent English

Starting Date: Immediately

Job Title: Project Assistant

Expected Duration of Assignment: 12 months with possibility of extension.

Type of Contract: Full-time

General Duties:

- 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 head of operation unit.

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 work well with a team.
- Ability to withstand working pressure.

The Project Assistant employee reports directly to the Head of Operation Unit.

Apply instructions:

Qualified candidates should send a copy of the following:

- An updated CV that corresponds to the needed requirements, please name the file (FullName_CV), including three professional references.
- A cover letter detailing their interest and qualifications for this position in English. Please name the file (FullName_CL).

To the email address: Hr@reform.ps

Deadline for submitting applications is: Monday 04th of July 2022. 16:00 PM

Notes:

- Please indicate the position title in the email subject line.
- Only short-listed candidates will be contacted for an interview.
- **CVs with photos or any other distinctive signs will not be considered.**
- Incomplete applications or applications that do not follow the instructions will not be considered.
- REFORM is an equal opportunity employer and encourages females to apply.