

Date: 23.07.2024

**4 Field Coordinators (2 in Gaza, 2 in West Bank)****Background of REFORM:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the fields of empowerment, local development and social transformation. It seeks to promote inclusion and social solidarity in Palestine through empowering marginalized and hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized and hard-to-reach groups and promote community activism to facilitate equal access to civic spaces through strengthening the capabilities of young and women, and to provide a reliable database for political and administrative decision-makers in Palestine.

**General Requirements:**

- **Application Deadlines:** 29<sup>th</sup> of July 2024
- **Duty Station:** Gaza Strip, Bethlehem, Nablus, Jenin, Tulkarm
- **Languages Required:** Arabic, Fluent English
- **Starting Date:** Immediately.
- **Expected Duration of Assignment:** six months

**Functional Tasks:**

- Manage the logistical framework and activities of the project according to the action plan, advise on procurement and tenders.
- Contribute to the preparation of the project's operational plan.
- Recruitment of target groups in the project's targeted area.
- Writing reports and documents and delivering them

**The contract duration for this project is six months**

**Qualifications:**

- BA in social sciences or any other related field.
- At least 4 years of relevant work experience in NGO field.
- Able to work under pressure.
- Excellent Communication skills.
- Experience in readiness and response in emergency situations.
- Ability to Recruit of target groups in the project's targeted area.
- Capability to coordinate operational activities with the organization and other stakeholders.

- Proficiency in developing execution plans and preparing for field operations in the West Bank.
- Skill in working within a team.
- Knowledge of the Palestinian political and social context.
- Understanding of the Palestinian social and political framework.

**Apply instructions:**

(Please indicate the position title as "Field Coordinator-location " 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.

Kindly submit application documents via [hr@reform.ps](mailto:hr@reform.ps) no later than **July 29th, 2024**. Shortlisted candidates who meet the qualifications will be invited for an interview at REFORM office in Ramallah.

**Deadline for submitting applications is: 29<sup>th</sup> July 2023.**

**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.