Role Summary
The general purpose of this position is to communicate and implement the project requires by supporting the project phases technically, managing and coordinating project.

Job Settings
Location: Ramallah with extended services to Gaza Office
Settings: Office with need to travel occasionally

Responsibilities
- Communicate with project partners, stakeholders, experts, contractors on matters related to project activities (i.e. draft invitation letters, agenda of meetings, etc.);
- Coordinate logistical and administrative arrangements of meetings, trainings, workshops, study visits and other project activities in West Bank East Jerusalem and Gaza Strip (in coordination with PalTrade’s Gaza office);
- Support the implementation of activities on the ground (including targeted beneficiaries) in a very flexible manner and in close cooperation with all Stakeholders;
- Provide administrative and logistical support to the management team
- Organize regular meetings and develop meetings minutes
- Assist in organizing external activities (Workshops, Meetings etc..)
- Coordinate with the event management on all meetings, workshops and visibility
- Draft required reports with the project Manager
- Organize travel arrangements for the project
- Assist the project manager in coordinating the management of the project
- Maintain records and filing the technical and financial documents.
- Archive all project documents, soft and hard copy
- Performing other support tasks as requested by the project manager.

Job Specifications
The admin assistance must possess the following requirements and qualifications:

- BA degree in economics, business, or equivalent related field.
- At least 3 years of experience in project coordination/management
- Strong analytical, communication and interpersonal skills
- Excellent English and Arabic language writing and speaking.
- Excellent Report Writing skills
- Excellent planning skills.
- Skilled user of MS Office (word, Excel and PowerPoint), the use of webinars and social media tools.
- Very good Knowledge in the public and private sectors institutions.
• Applicants with immediate availability are highly preferable.
• Professional experience in implementing USAID funded projects/USAID grant management;
• Professional experience in drafting monitoring/evaluation reports, financial and narrative project reports and other supportive documents;
• Familiarity with USAID public procurement and contract management;

Key Competencies
• Strong organizational skills.
• High level of individual initiative and creativity.
• Excellent writing and communication skills.
• Ability to deal effectively and tactfully with a wide variety of individuals.
• Ability to comfortably sell various programs and opportunities primarily via telephone and email.
• Self motivated in a non-traditional work environment.
• Computer skills in word processing, spreadsheets.
• Ability to effectively communicate with internal and external clients and staff.
• Accuracy and attention to detail.
• Problem solving skills.