



Job Title: Project Assistant

Immediate Supervisor: PCR's Project's Manager

Qualifications: Bachelor degree or diploma in a related field (business Administration or Project management).

The position will be as Project Assistance for the Project Manager for the EU projects and PCR activities.

Main routine duties:

1. Maintains an organized office and coordinates activities and services.
2. Provides assistance in coordination services for the projects.
3. Maintains an organized filing system.
4. Coordinates manager's schedule and makes appointments.
5. Schedules appointments and arranges for meetings (reserves meeting rooms, equipment, etc.); takes minutes, as appropriate.
6. Coordinates collection and organizing of operating reports.
7. Report about the activities and Programs
8. Helps with paperwork for finance office
9. Maintains records and follows procedures needed for project.
10. Assists in carrying out other related activities and functions and any other work-related duties as requested by the immediate supervisor (and/or Executive Director).
11. Field Visits Field visits in the West Bank and possibly travel aboard.
12. work with the Youth.

Special Working Conditions:

- May occasionally be needed outside of normal working hours and this will be compensated for by other times.
- Committed and dedicated to the office Work.
- Conform to emergency plans when needed.

Please send your CV and the motivation letter, no later than 28/12/2019 to:
elias@pcr.ps