



Administrative Assistant ISR/PSE

We are looking for a parttime Admin Assistant to join our dedicated team in Jerusalem starting in November 2021

Who we are

forumZFD – forum Civil Peace Service is an International Non-Governmental Organization (INGO), established in 1996. We are working in the field of conflict transformation in Europe, the Middle East and South-East Asia.

Located in Jerusalem, forumZFD's regional office works on both sides of the Green Line since 1999. We seek eye-level partnerships with local civil society including NGOs, grassroots organizations, social movements, activists, and artists. Together we implement projects and activities in the fields of organizational development, community organizing and, media for social change. Our cooperation with partners is always needs-based and multidirectional: in some projects we contribute our know-how, in other projects our partner brings the expertise. This way, we share responsibilities, knowledge, and resources. Within this framework, it is our vision to strengthen civil society actors and to contribute to challenging fragmentation and promoting inclusive narratives.

Your tasks and responsibilities

The parttime Admin Assistant will work mainly on specific office and operational work, where (s)he supports the forumZFD Regional Program in its administrative operations as well as additional specified finance tasks according to the agreed policies and systems.

The AA has the role to:

- Support and sustain an effective filing system (hard copy and digital)
- Update and maintain the asset inventory records
- Acquisition of supplies and equipment maintenance or replacement needs
- Provide clerical and admin support to the Regional Director and the Finance and Admin Manager as needed daily
- Carry out logistical and administrative tasks concerning the needs of the forumZFD Jerusalem Office, related to team workshops, meetings, and events
- Co-coordinate and communicate documentation renewal requirements pertaining to registration, insurances, memberships, etc.
- Support in office related tasks concerning making payments, data entry, record keeping, as well as obtaining and processing payment vouchers
- Maintain certain Hr records
- Assist in the production of financial reports as well as in supporting the preparation process for audits.
- Provide additional support as needed

The Administrative Assistant is under the direct supervision of the Finance and Administration Manager with definite supervision by the Regional Director and will support the forumZFD program management team in Jerusalem. (S)he additionally may support the Finance and Admin Manager with local partner organizations towards effective programming.

Specific tasks include:

The main areas of responsibility for the Administrative Assistant include:

- Organizing hard copy and digital office filing system
- Effective and timely assistance in logistical tasks
- Assist in checking the support for payments (contracts, invoices, etc.)
- Support in relationship with suppliers and service provision contracts as needed
- Assist in basic procurement needs for the office (office supplies, kitchen ware, etc.)
- Ensure maintaining and updating inventory records, such as capital and non-capital assets
- Schedule and help organize in activities such as meetings, conferences, and workshops
- Conduct tasks related to banking, post office, and municipality visits where required
- Answering phone calls, sending faxes, scanning documents, and assist in basic translation needs
- Assist in hospitality and prepare in meeting or activity set-up
- Check and refill basic office supplies (paper, ink, kitchen goods, etc.)
- Other tasks as assigned by program management

Qualifications:

Knowledge and experience:

- A degree in Business Administration or credentials in related field
- A relevant qualification or at least 3 years in administrative and/or finance support experience, preferably with international NGOs or similar organisation(s)
- Excellent understanding and demonstrable experience of good practice in admin and office work
- Knowledge of the international humanitarian and development organisations and their operations
- Experience in policies and reporting requirements within an INGO

Skills/Abilities

- Strong organization and coordination capabilities
- Possess data entry skill
- Ability to learn the use of financial software
- Willing to involve in all aspects of forumZFD's administration systems
- Fully computer literate (Microsoft Office) and good emailing skills
- Fluent in English, working knowledge in Hebrew and in Arabic
- Good experience in supporting workshops and other activities
- Experience in working with multi-cultural teams
- Good ability to work independently as well as in cooperation with team members
- Aptitude to work under pressure
- A high level of personal efficiency and an ability to balance multiple tasks
- Be in possession of a valid driver's license

Personal Qualities

- A strong commitment to forumZFD's values and operating principles
- Demonstrated commitment to peace and the effort to work toward vibrant civil societies
- Concern for the needs of the vulnerable and disadvantaged people
- Sensitive to issues of gender and marginalized groups

- Proactive and emotionally mature with the ability to adapt to varying situations
- Results focused
- Creative and works with a participatory approach
- Team player and a capacity builder
- Honest and a strong sense of integrity
- Exhibit patience and persistence to develop relationships with different stakeholders
- High standard of professionalism

Our offer

- An attractive position with an annual contract applicable to be extended, and which could grow into a fulltime position.
- Possibility of further qualification and professional growth.
- Friendly working atmosphere where team spirit is held in high regard.
- Opportunities for capacity development, social security benefits and all legal obligations as per Israeli labor law.

This parttime Administrative Assistant position is envisioned to start at 60% and you will take on a responsible position within the innovative field of conflict transformation, community development and peace building. You will contribute with your skills to the team-oriented working environment, working closely with a team of local and international employees.

Who is eligible?

Israeli citizens or national ID holders. Internationals applying for this position need to be in the possession of a valid working document.

Please note that for this position, forumZFD does not provide a work visa.

Start of assignment

Ideally, you are available to start working in early November 2021.
(Initial contract period: 1 year with the option for extension.)

Your application

Please send your cover letter and CV to jerusalem@forumzfd.de by **October 24, 2021 EOB**.

For further information about forumZFD check out our website at <https://www.forumzfd.de/en> and <https://www.forumzfd.de/en/israel-palestine#t-about>

We are looking forward to receiving your application!