

Terms of Reference and Scope of Services

Administrative and Financial Assistant

Bethlehem University has received a Grant from the Quality Improvement Fund (QIF) – Ministry of Education and Higher Education and funded by the World Bank for the project entitled "**Reviving Palestinian's schools: Investing in Classroom Teacher Program (5-9 years)**". The Grant aims at enhancing the quality of "Classroom Teacher academic program" in Bethlehem University, Rawda Technical Community College, Hebron University, An-Najah National University.

Assignment Objective

Bethlehem University is considering the selection of a highly qualified Administrative and Financial Assistant to be part of the administrative staff responsible for the overall implementation and coordination of the Project activities under the supervision of the Project Manager.

Main Tasks and Responsibilities

1. Providing help in coordinating all project activities
2. Preparing all documents and forms necessary to carry out all procurements according to procurement plan.
3. Updating the procurement plan as necessary
4. Assist in preparing and following up all financial documents necessary for trench payments according to budget.
5. Assist in preparing progress reports relevant to the project activities.
6. Arrange meetings, book and prepare meeting rooms and provide/arrange hospitality.
7. Filing of correspondence and all other documents related to the Project
8. Drafting letters, emails, reports, meeting minutes, etc.
9. Providing direct assistant to management team and assuring logistics support.

Qualifications & Skills:

1. Bachelor degree in accounting or business administration from an accredited university or any other related field.
2. Two years of professional experience in similar assignments.
3. Excellent communication and networking skills.
4. Excellent reporting and formal writing skills in both English and Arabic.
5. Experience in using MS Office efficiently.

Place of Work: Bethlehem University

Time Frame:

The duration of the assignment is 24 months, the consultant shall work 8 hours per day 5 days per week.

Contract Type: Time Based contract