

إعلان عن وظائف

تعلم سلطة المياه الفلسطينية وحدة إدارة المشاريع / غزة عن حاجتها للوظيفة المذكورة ادناه، وذلك للعمل ضمن طاقم وحدة تنسيق البرنامج وذلك حسب الشروط المبين ادناه:

VACANVY ANNOUNCEMENT

The Palestinian Water Authority (PWA) – Project Coordination Unit in Gaza invites experienced & qualified Palestinian to apply for the following position in the Project Coordination Unit (PCU).

ADMINISTRATIVE ASSISTANT

The Palestinian Water Authority (PWA) invites experienced & qualified Palestinians to apply for the following position in the Gaza Project Coordination Unit (G-PCU) which is responsible for the implementation coordination of the rolling program of interventions for additional water supply for the Gaza strip planned under the comparative study of Water Supply options for Gaza (CSO-G). The G-PCU is funded by the Austrian Development Agency.

Place of Work

PWA Office- Ramallah.

Responsibilities:

1. Assist the Gaza Program Coordination Unit (G-PCU) in following up the internal communication with PWA departments.
2. Provide administrative and logistical support to the Director of the PCU.
3. Keep track of incoming and outgoing correspondence and communications.
4. Ensure quality of outgoing correspondence and other related documentation.
5. Maintain an efficient filing system and managing all records.
6. Assisting the G-PCU in following up relevant assignments with the Aid Coordination Unit (ACU).
7. Coordinating with various PWA Departments as requested.
8. Document minutes of meetings.
9. Arrange for translation services, when and if needed.
10. Maintains quality throughout the logistic processes.

Qualification Requirements

The following are minimum qualifications:

1. A degree from an accredited university in Executive secretariat, Business Administration; English literature or any other relevant field.
2. Fluency in English and excellent report writing skills;
3. Very good Computer skills (Ms. Office)
4. Experience in administrative and/or an office management post and logistics
5. Ability to work under pressure and as member of a team.
6. Time management skills, Communication skills, Ability to work well with others.

Time Frame and Contract

The duration of the assignment is five months, Extendable as demand necessity, on a full-time basis.

The expected start date for the position is 01st November 2021.

Submission Guidelines:

Interested candidates are requested to submit their applications; detailed CV and other supporting documents to the following email address: hr@pwa.ps indicate the vacancy number (**PWA/G-PCU /02-2021**) and the post title (**ADMINISTRATIVE ASSISTANT**) in the subject line.

The submission deadline **17/10/2021**

Only short-listed candidates will be notified for interview.

For more clarification, please do not hesitate in contacting us during working hours (8:00 am-15:00pm). Tel: 02-2987665 ex2503