

## **TERMS OF REFERENCE - JOB DESCRIPTION**

**Post Title:** Administrative Assistant

**Programme Title:** Institutional Support Programme to the Palestinian Water Authority, **Funded**

**By:** The Austrian Development Agency "ADA"

**Duty Location:** Ramallah

**Programme Duration:** 36 Months

**Responsible to:** Programme Director

### **Programme Background:**

Under the Austrian Development Cooperation funded Institutional Support Programme (ISP), the Palestinian Water Authority intends to hire national senior experts to provide additional human resources to PWA in critical areas and further develop the capacity of PWA staff and junior specialists to be hired under the ISP.

The Institutional Support Programme (ISP) will assist the Palestinian Water Authority (PWA) "to fulfill its functions as per the Water Law 2014 through strengthened and effective institutional capacities in the areas of strategic planning, policy formulation, coordination, monitoring, reporting, and resource mobilization" (outcome). Over three years the intervention will contribute to putting an "effective institutional framework in place for improving water security and sustainable management of water and wastewater services (SDG 6) in Palestine through a humanitarian-development-peace nexus approach (impact).

The program's key emphasis will be on enhancing human resources while also allocating resources for operational purposes, research, and the implementation of a Management Information System (MIS).

The water sector receives support from various donors to facilitate essential infrastructure developments, considering the diverse range of contributors involved. The programme will support further institutional development of the PWA.

### **Scope of Work:**

Reporting to the contract Manager, the Administrative Assistant will be responsible for logistics, admin, to facilitate smooth operations within the PWA. She is responsible for supporting the day-to-day functioning of the programme, coordinating logistics, and assisting in procurement processes, supporting the program's overall human resource and program administration, and maintaining necessary documentation according to ADA policy and PWA regulations. The Administrative Assistant is based in Ramallah, West Bank.

### **Duties and Responsibilities:**

- Perform daily administrative tasks and provide logistical support to programme team.
- Manage calendars, schedule meetings, appointments.
- Assist in the procurement process by conducting administrative reviews of received offers.
- Support in coordinating and documenting meetings, workshops, and other activities.
- Provide support to the project team with correspondence, filing, and document editing, and obtaining approval of administrative documents.
- Assist in the preparation of regularly scheduled reports

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- Perform clerical duties such as copying, data entry, communications, and simple translations.
- Manage calendars, schedule appointments, and coordinate meetings, including preparing agendas.
- Perform other duties as assigned.

**Experience & Qualifications:**

- Minimum of bachelor's degree required in Business Administration.
- A minimum of 2 years of experience in administrative assistance.
- Strong organizational skills and attention to detail.
- Strong communication and intrapersonal skills.
- Ability to foster and maintain a team environment.
- Fluency in English and Arabic is required.