TERMS OF REFERENCE AND SCOPE OF SERVICES

ADMINISTRATIVE OFFICER

Palestine Ahliya University (PAU) is a private higher education institute registered under the license number 14/HE2C/072007/. PAU, among other partners has received a Grant from the European Union under the umbrella of ENI CBC MED funding for a 30 months project entitled: Urban sustainable development SOLutions Valuing Entrepreneurship (**U-SOLVE)**. Accordingly, PAU intends to apply part of this grant for the outsourcing and employment of a highly qualified **Administrative Officer.**
Project Brief: U-SOLVE shifts the start-up creation process towards an entrepreneurial sustainable development strategy, which bridges active policy for supporting entrepreneurship with the implementation of sustainable development goals at urban level. The most urgent SDGs challenges in Mediterranean urban communities are forced into an open innovation pipeline that allows coalitions of entrepreneurial agents of change to emerge, creating qualified jobs and economic value, while supporting the transition towards a sustainable model.

Assignment Objective: PAU is now considering the selection of a highly qualified **Administrative Officer** to be part of the project team responsible for the overall coordination and implementation of all project activities under the supervision of the Project Manager and the Projects Department.

Main Tasks and Responsibilities:

1. Document and archive all project's documents.
2. Develop reports, time sheets, and project's implementation and tracking sheets and indicators.
3. Assist the project Manager to track and implement activities in compliance with the project's work plan linked with budget lines and time frame.
4. Prepare and maintain activities' supporting documents.
5. Manage PAU's MIS page and upload reports and supporting documents as needed.
6. Assist to organize community engagement events such as workshops and focus groups documenting including archiving process and results.
7. Create and activate group mailing lists and drop boxes including all project's staff to ensure proper communication channels.
8. Assist PAU project team and partners to organize a launching and closing events as well as management meetings.
9. Coordinate project activities with the project team and ensure team coherence and synergy.

10. Prepare project administrative reports, TORs, agreements, letters, emails, meeting minutes, etc.
11. Conduct other related assignment allocated to him/her by the project manager.

Qualifications & Skills:

1. A Bachelor's Degree from an accredited university in business administration, or any other related field.
2. Minimum of two years of professional experience in similar assignments including projects management and coordination (preferably EU projects).
3. Good command and experience in projects cycle management with proven experience.
4. Excellent utilization of mass and social media.
5. Excellent command of Microsoft application programs (Word, Excel, and PowerPoint)
6. Excellent communication, team working, and networking skills.
7. Excellent reporting and formal writing skills in both English and Arabic.
8. Excellent technical and administrative skills.
9. Excellent command of spoken and written English language.
10. Residence in or near the Bethlehem area is preferred.

Place of Work: Palestine Ahliya University

Contract Type: 20 months full time contracts subject to extension

Application: Apply in person sending your CV and a covering letter, applicants may also send samples of their previous work (optional) to the following email hr@paluniv.edu.ps inserting **Administrative Officer position** in the subject of the email.

Application Deadline: 24/7/2021 at 16:00 CET