



The Palestinian Red Crescent Society (PRCS) is a national association with legal personality and is one of the components of the International Movement of the Red Cross and Red Crescent. PRCS works in the field of humanitarian work, relief, health and social services.

PRCS has launched its Emergency Appeal to provide critical emergency, life-saving support to the people in the Gaza Strip and the West Bank, including the continuation of the functioning of EMS services, health services, as well as support to public hospitals; care for and support the affected communities including IDPs with non-food items, health and MHPSS support, as well as water and food supply. Additionally, the provision of cash assistance to the affected population in Gaza Strip'.

Thus, PRCS is looking for the following positions to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement. Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني – Careers \(palestinercs.org\)](http://palestinercs.org)

ROLE PURPOSE:

These roles will support the emergency Appeal team to ensure the proper procedures are followed for PRCS programs and operations.

Job Title: Accountant

Duration of Contract: 12 Months

Starting Date: As soon as possible

Responsibilities:

1. Provides financial information to management by researching and analysing accounting data; preparing reports.
2. Documents financial transactions.
3. Recommends financial actions by analysing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, and other reports.
5. Maintains accounting controls.
6. Reconciles financial discrepancies by collecting and analysing account information.
7. Secures financial information.
8. Maintains financial security by following PRCS guidelines.
9. Prepares payments by verifying documentation, and requesting disbursements.

10. Prepares special financial reports by collecting, analysing, and summarizing account information and trends.

Qualifications:

- Bachelor's degree in Accounting from a recognized university
- At least one year of experience in a relevant field
- Excellent English & Arabic Language Skills
- High level of computer skills in MS Office programs.
- Strong team player and communicator.

Job Title: Procurement Officer

Duration of Contract: 12 Months

Responsibilities:

1. Oversee and track all purchase orders submitted by the relevant departments.
2. Preparing plans for the purchase of equipment, services, and supplies.
3. Following and enforcing PRCS's procurement policies and procedures.
4. Reviewing, comparing, analyzing, and approving products and services to be purchased. (through the technical committee)
5. Managing inventories and maintaining accurate purchase and pricing records.
6. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
7. Maintaining good supplier relations and negotiating contracts.
8. Researching and evaluating prospective suppliers.
9. Preparing procurement reports including the procurement tracking sheet.

Qualifications:

- Bachelor's degree in business administration, accounting or other relevant degree. Professional certification is a plus.
- Minimum of 3 years work experience in procurement/purchasing management, logistics, administration, preferably with an international organization.
- Experience or training in emergency procurement is a plus
- Excellent English & Arabic Language Skills, Hebrew is preferable
- Excellent Computer skills
- Strong negotiator and team player.

Job Title: MEAL Officer

Duration of Contract: 12 Months

Starting Date: As soon as possible

Responsibilities:

1. Support the development and implementation of a M&E plan for the EA programme and operations, including outlining data sources, collection methods (quantitative and qualitative methods), frequency, and audience.
2. Provide technical guidance to the programme staff to help them incorporate the appropriate M&E systems (e.g. post- distribution monitoring (PDM) for their areas of expertise, including setting up indicators.
3. Assist with the development and implementation of monitoring tools and activities to capture and provide reliable and timely monitoring data to inform quality programming.
4. Undertake field monitoring visits to the implementation locations.
5. Support and prepare analysis of monitoring, through reports, data visualization and ensure it is evidence based, user- friendly and accessible for those managing the programme and operation to inform decision-making.
6. Establish a reporting timetable and deadlines for the operation and monitor the timetable to ensure agreed deadlines have been met.
7. Support the efficient and effective delivery of reporting.

Qualifications:

- Bachelor's degree in business administration or other relevant degree. Professional certification is a plus.
- Minimum of 3 years work experience in MEAL, preferably with an international organization.
- Excellent English & Arabic Language Skills
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs
- Excellent Computer skills
- Strong team player and communicator.

Interested candidates with relevant education and work experience are invited to submit their resumes and cover letters with the subject "**Name of Job Title**" to jobs@palestinerics.org no later than **26/02/2024**.

*Applications that do not meet the minimum requirements listed above will not be considered.