

Job Title: Administration & Finance Officer

Organizational Unit / Duty Station : Norwegian Red Cross, Ramallah, with field visits in-country

Immediate Supervisor's Title : Norwegian Red Cross Country Representative

Contract period : 12 months, with the possibility of extension

Organizational Context

The Norwegian Red Cross & Palestine Red Crescent Society (PRCS) are looking to recruit Administration & Finance Assistant to support NRC's operations and cooperation activities at national and regional level, in order to meet its commitments in a timely and efficient manner.

Job Purpose

To undertake the financial, administrative and basic logistic management of the OPT delegation and to support NoRC's operations and cooperation activities at national and regional level, in order to meet its commitments in a timely and efficient manner.

Job Duties and Responsibilities

Main Responsibilities

- To support the NoRC delegate in all financial, administrative and logistics tasks in order to facilitate the correct implementation of NoRC's projects and goals;
- To advice and support the NoRC delegate in relation to PRCS's internal processes, procedures and protocols;
- To ensure the administrative functioning of the office and to support the delegate in the daily administrative work in the office;
- To ensure the basic logistic support for the delegation; e.g. to liaise with the ICRC fleet, to liaise with the PRCS IT, to liaise with the PRCS, IFRC, ICRC and NS staff, according to the needs;
- To implement and maintain NRC standard practices in administrative procedures;
- To arrange and provide logistic support to the delegate (e.g. travel arrangements, visa services) and liaise with the respective service providers and suppliers;
- To pursue and maintain an excellent and well-established relationship with PRCS at all levels and throughout all departments;
- To maintain accurate registers, an inventory of the assets and property of the office, and to ensure that accurate office systems are in place and maintained;
- To maintain and keep updated the financial and administrative archive of the office, both physical and electronic
- To keep in a systematic and consistent way, all the relevant documents for the delegation, e.g.; MoUs, invoices and similar.
- To translate documents from English to Arabic and Arabic to English;
- To support / advice sister societies of NoRC where deemed necessarily;
- To travel to the field or other locations, if needed and in accordance with this jd.

- To ensure the financial and administrative ordinary activities of the delegation in absence of the delegate. Any other task must be agreed with the line manager.
- To drive ICRC/ NoRC vehicle if required, and in accordance with ICRC rules and procedures.

Finance

- To implement and maintain NoRC standard practices in financial procedures;
- To ensure the complete and timely reception of invoices for the office and the projects, in close coordination with PRCS and the service providers and suppliers;
- To ensure the proper quality of invoices, the proper signature of the invoices, the translation of the invoices from Arabic into English and the proper support of the invoice through sufficient supporting documents;
- To provide the monthly accountancy report, including: confirmation of balances in Cash Boxes/ Bank Accounts, journals of Cash Boxes/ Bank Accounts, original vouchers, original cash counts and original bank statements;
- To copy, file, up-load and send the monthly accountancy report, according to NRC standard practices in financial procedures;
- To manage the funds and financial assets of the office, under the overall direction of the delegate , including the cash flow, the cost control management as well as the management of the payments, cashier and payroll functions;
- To arrange, to prepare and to support financial audits, under the overall direction of the delegate.

Project management

- To support the delegate in managing NoRC's operations and cooperation activities, in accordance with approved plans, regulations and policies;
- To support the delegate in the implementation, monitoring, reporting and evaluation of NoRC's activities (Project Cycle Management);
- To support the delegate in the development and planning of new activities, projects, programs and strategies;
- To support the delegate in performing budget planning, budget control and budget forecasts for the projects.
- Provide support to the country manager for the development of the proposal.
- Provides inputs to quarterly, yearly, and ad hoc reports.

Position Requirements:

Education

Required

Relevant academic degree in Accounting, Finance, social sciences, business management or related field

Experience

Required

- At least 5 years of relevant working experience in financial management and budgeting processes, and /or project management
- At least 5 years of relevant working experience in providing administrative support
- Experience of project management, including budgeting and financial reporting

Preferred

- Experience of working within the Red Cross Red Crescent Movement, Knowledge of PRCS Finance, HR and Procurement procedures is a strong plus

Knowledge and skills:**Required**

- Good computer skills (Microsoft package; excel, word, powerpoint etc)
- Excellent Communication and Interpersonal skills
- Excellent communication skills, both written and oral

Personal Competencies:**Required**

- Positive attitude and able to work in a team and respect opinions of others
- Well organized, efficient with excellent attention to detail and ability to manage and prioritize multiple tasks, take initiatives, and solve problems.
- Ability to build excellent working relationships with internal and external partners and maintain good relationships
- Awareness and understanding of cultural differences, and able to work constructively in culturally diverse environments
- Must be able to handle high workloads and stressful circumstances
- Commitment to the Red Cross and Red Crescent principles and values.
- Good capacity to handle work under pressure and tight deadlines

Languages:**Required**

- Proficient knowledge of written and spoken English
- Arabic

Preferred

Working knowledge of other languages is a plus;

Qualified candidates are invited to submit their resumes and cover letters (in English only) with the subject "Administration & Finance Assistant- NRC" to jobs@palestinercs.org no later than 30/04/2025.

Only short-listed candidates will be contacted.