



**Palestine Red Crescent Society**  
**جمعية الهلال الأحمر الفلسطيني**



Croce Rossa Italiana

**Job Title :** Senior Admin officer

**STATUT:** National position

**LOCALISATION:** Ramallah

**COUNTRY:** Palestine

**LENGTH OF THE ASSIGNMENT:** 1-year initial contract, with possibility of renewal

## **MISSION CONTEXT**

The French Red Cross (FRC) reopened its delegation in Palestine in November 2022 with the launch of a five-year project funded by the Agence Française de Développement (AFD). The project is directly implemented by FRC delegation in Palestine and it aims to support the pedagogical development of Ibn Sina College (ISC) for nurses and midwives in Nablus. Since then, the FRC has expanded its scope of intervention to include a series of health-sector projects providing direct support to the Palestine Red Crescent Society (PRCS). While the PRCS is responsible for the direct implementation of these projects, the FRC ensures financial and administrative oversight, compliance with donor requirements and internal procedures, and the provision of sustained financial and technical support to the National Society.

## **THE POSITION**

### **Role**

Under the supervision of the Support coordinator, you will be responsible for

- Logistics & admin : securing logistical performance to provide programs with optimum support and ensure compliance with procedures.
- Finance & Admin : administrative support to the team in all aspects related to, administration and accounting.

### **Logistics & admin Responsibilities**

#### **A- Logistics and Procurement**

- You contribute to ensure the implementation and application of the FRC logistics internal procedures;
- You coordinate with the Palestine Red Crescent Society (PRCS) logistic department and the partners (ISC , NU-VTE, USI, etc.) in order to ensure the proper functioning of the FRC logistics process;
- You contribute to the department and resources optimization;
- You provide support to the project(s) in terms of logistic and procurement project(s), in coordination with partners, ensuring compliance with FRC and donor's procedures; You follow-up on the project evolution (purchase plans) to secure the timeliest possible delivery of the most qualitative products / services;

- You contribute to providing technical support to partners if needed;
- You contribute to provide technical support to other FRC staff if needed;
- You ensure the quality of the supply chain process, in accordance with the FRC and donor guidelines, checking the Procurement procedures are in line to the different procurement policies;
- You follow-up on the market evolution, keep contact with suppliers to ensure an up-to-date knowledge of the prices and products;
- You ensure a proper update of the follow up tools;
- You implement relevant purchase framework contracts;
- You ensure proper archiving and translation (digital and physical) of purchases' files;
- You participate and, if necessary, represent the CRF during tenders.

#### **B- Equipment, Stock & IT management**

- You ensure proper equipment management and control systems, including documentation, follow up and reporting;
- You supervise the proper functioning of the IT material and the safety of computers & data by ensuring proper and regular back up, antivirus and updates;
- You ensure a proper follow up of communication means;
- You ensure proper

#### **C- Movements Management & Transports**

- You ensure a proper system of staff movements;
- You ensure vehicle management in accordance with FRC and ICRC policies;
- You supervise the international freight customs clearance and reception;
- You supervise local transportation and delivery of goods.

#### **D- Management of Property and Equipment**

- You follow up on maintenance and management of the premises, including fleet, offices and GH;
- You ensure that the FRC means of communication, and other equipment are purchased, correctly used, replaced, and disposed of in accordance with the FRC and donors' policies and procedures.

#### **E- Safety and Security**

- You contribute to ensure the application of the safety and security rules & procedures within the delegation. You contribute to ensuring the implementation of the emergency procedures;
- You pass on any security-related information to your line manager.

#### **F- Capitalization & reporting**

- You contribute to ensure the capitalization of all experiences developed by the logistics team;
- You contribute to ensure the adequate weekly, monthly, and specific donors and internal reporting depending on the request from the Support Coordinator;
- You support audits preparation.

#### **Admin Responsibilities**

##### **A- Accounting**

- Support in recording payments on a daily basis and for the timely payment of invoices at field-level (or by following up with FRC HQ in France) and running costs (Guesthouse rent etc...);

- Check for the validity of invoices (compliant invoices, with attached approvals and authorizations) before processing to sending of payment and/or receipt of payment;
- Update the planning of payment when a new contract/Terms of Reference has been signed or when Program Manager/Program Coordinator validates the change of the work plan in effect;
- Assist the Support Coordinator in the accounting tasks related to the proper accounting of the payments in the corresponding ledgers. Put accounting codes and FRC codes for each payment and secure the timely and correct input of data in the SAGA system
- Secure eligibility of expenses by controlling the reception of all requested supporting document to justify expenses according to FRC and donor's rules.

### **Operations Support**

- Be responsible for tickets and accommodation bookings for program related activities;
- Be responsible for organising the local and overseas trips of program related missions;
- Be responsible for scheduling the arrival and departure of delegation's staff and other FRC (or partners') staff.

### **Other:**

- Contribute to the capitalization of knowledge at delegation level by drafting notes on administration related topics and learnings (i.e. tax, ...).

## **Hierarchical and functional links**

### **Hierarchical links**

The Logistics & Accounting Officer is under the responsibility of the Support Coordinator.

## **PROFILE REQUIRED**

### **Essential Selection Criteria**

- Bachelor's degree in Accounting, Finance, Business Administration, Logistics, or a related field.
- 3–5 years of relevant experience in finance, administration, and/or logistics, preferably with NGOs or humanitarian organizations.
- Proven experience in accounting and financial administration (invoice checking, payments, expense eligibility, documentation).
- Practical experience in procurement, logistics, and asset/stock management in compliance with internal and donor procedures.
- Familiarity with donor-funded projects and audit preparation.
- Proficiency in Microsoft Office, particularly Excel; experience with accounting/ERP systems (e.g. SAGA or similar).
- Fluency in Arabic and English (written and spoken).
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Ability to work independently and collaboratively in a demanding operational environment.
- Commitment to the Red Cross/Red Crescent Fundamental Principles.

### **Preferred Selection Criteria**

- Previous experience with the Red Cross/Red Crescent Movement or international NGOs.
- Familiarity with AFD or other institutional donor requirements.

- Experience with tender processes, framework contracts, and supplier management.
- Knowledge of local tax, customs, or NGO administrative regulations.
- Working knowledge of French.

Qualified candidates are invited to submit their resumes and cover letters (in English only) with the subject “**Senior Admin officer**” to [jobs@palestinercs.org](mailto:jobs@palestinercs.org) no later than 31/5/2026.

Only short-listed candidates will be contacted.