

RAFFORZAMENTO INTEGRATO DEL SISTEMA SANITARIO PALESTINESE (RING)- AID. 11229

Accounting - administrative assistant

Ref.: 04/AICSGERUSALEMME/2019

The Italian Agency for Development Cooperation in Jerusalem (AICS Jerusalem) is looking for an accounting - administrative assistant to be recruited within the framework of the program "RING - AID 11229".

Job title	Accounting - administrative assistant
Type of Contract	Fixed Term contract
Duration	12 months Full Time (2 months' probation period)
Duty station	AICS Jerusalem, Mujeer Eddin street 2 – Sheikh Jarrah, East Jerusalem
Job objectives	<p>Under the responsibility of AICS Jerusalem Office Representative and the Finance Manager, the recruited accounting - administrative assistant shall:</p> <ul style="list-style-type: none">• Assist the finance-administrative department in bookkeeping entry, currency movements and keep update the accountings;• Assist the finance-administrative department in managing the financial activities (bank transfer, bank statement etc.);• Assist the finance-administrative department in preparing the financial reports• Assist the Legal/Admin/Fin/Proc Officer to prepare and/or translate internal documents such as official letters, progress reports, quotations ect.• Perform other tasks required

**Required
qualifications**

- Bachelor's degree (preferably master's degree)
- At least 2 years of relevant professional experience with the above mentioned tasks;
- full professional proficiency in English and Arabic (Hebrew and above all Italian are considered assets)

Skills

- Excellent planning and organizational skills
- Ability to work both individually and as part of a team
- Ability to work under pressure and meet deadlines.
- Proficiency in computer skills (Office package, especially Excel)

- Please send a Motivation Letter and an updated CV using the EuroPass format (downloadable from: <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>) to: job.aics@itcoop-jer.org
- Application Deadline: August 12th 2019 at **12.00 am** (UTC +2)

Qualified female candidates are strongly encouraged to submit their candidacy

Jerusalem, 25.07.2019

Representative of the
Italian Agency for Cooperation and Development
Jerusalem Office

Cristina Natoli

