

OPSL01 - Project and Training Support Officer
Employment Regime: Local Contracted
Reporting line: Head of Operations
Group: II
Place of Employment: EUBAM Rafah – Jericho

Main Duties and Responsibilities

The Project and Training Support Officer provides support to Mission projects and training activities, under the Operations Department, facilitating cooperation and communication with national counterparts in the Field Office at the Palestinian Authority (PA) General Authority for Borders and Crossings (GABC). The position also provides interpretation and translation between Arabic, English, and Hebrew, as required, to support the effective implementation of Mission activities.

The main tasks include:

- Support the planning, coordination, and implementation of Mission projects in line with the Mission Implementation Plan (MIP) and operational priorities.
- Assist in preparing project documentation, including concept notes, proposals, agendas, invitations, reports, and other relevant materials.
- Liaise with Mission staff, GABC representatives, experts, contractors, and other stakeholders to facilitate project implementation.
- Monitor the progress of project activities and assist in preparing updates and reports for Mission management.
- Assist in identifying potential risks and challenges and contribute to developing mitigation measures.
- Coordinate logistical and administrative arrangements for project activities, including meetings, workshops, trainings, and study visits.
- Provide interpretation and translation between Arabic, English, and Hebrew, as required, to support meetings, workshops, training sessions, official visits, stakeholder engagement, and other Mission activities.
- Support smooth communication and cooperation between the Mission and GABC, providing cultural and contextual guidance as required.
- Contribute to the implementation of capacity-building activities, including organizing and delivering training courses and workshops.

- Support English/Hebrew language courses, basic and intermediate computer skills training (Word, Excel, PowerPoint), and other professional development activities relevant to the Mission's mandate to the GABC.
- Assist in preparing training materials, presentations, and learning resources.
- Act as the focal point for the daily accounting and monitoring of all OPS personnel in the Mission's Human Resources staff management system, ensuring that staff attendance and status are accurately recorded and kept up to date.
- Maintain organized records and documentation of project and training activities.
- Perform other duties as assigned by Head of Operations, or designated line manager.

Essential Qualifications and Experience

- **Education:** University degree (Bachelor) in one or more of the following fields: Project Management, International Relations, Law, Public Administration, Business Administration, Education/Training, Social Sciences, or another relevant field.
- **Experience:**
 - Minimum of five (5) years of relevant professional experience in project coordination, project support, training coordination, capacity-building activities, or related administrative/operational support functions, including experience in an international or governmental environment.
 - Experience in liaising with institutional stakeholders or facilitating cooperation between organizations.
 - Experience in interpretation and translation between English Arabic and Hebrew as needed.
- **Language Skills:** Excellent command of written and spoken Arabic and English. Good working knowledge of Hebrew.

Essential Knowledge, Skills and Abilities

- Strong organizational and communication skills
- Ability to manage multiple tasks and priorities simultaneously
- Attention to detail and accuracy
- Ability to work effectively in a multicultural and international environment
- Professionalism, discretion, and reliability
- Ability to provide interpretation and translation between Arabic, English, and Hebrew as needed.

IMPORTANT: Work performance is expected to be physically at the Mission offices in Jericho, with work at the Ashkelon and Ramat Gan offices as required, Monday through Friday. Candidates for this position must be able to travel to and from office premises on a daily basis.