

OPSL02 - Project and Operations 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 Operations Support Officer provides support to the Mission's operational, administrative, and coordination activities, facilitating communication and cooperation with national counterparts in the Field Office at the Palestinian Authority (PA) General Authority for Borders and Crossings (GABC) in Jericho. 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 coordination of daily operational activities with the Head of Operations and relevant Mission sections.
- Facilitate communication and cooperation between Mission staff and national counterparts.
- Assist in planning and implementing operational activities, meetings, workshops, and events.
- Provide cross-departmental support to ensure continuity of Mission operations.
- Coordinate Mission activities, including study visits, workshops, trainings, and learning exchanges from planning to implementation.
- Assist in preparing agendas, operational documentation, and activity materials in coordination with relevant Mission sections.
- Support logistical arrangements, including travel, venues, equipment, and participant management.
- Ensure follow-up, reporting, and documentation of Mission activities.
- Act as a focal point between the Mission and GABC and other relevant counterparts.
- Support coordination meetings and the work of joint working groups and represent the Mission in meetings when required.
- Support the development and implementation of cooperation initiatives with national partners.
- 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.

- Contribute to capacity-building initiatives and support the organization and delivery of training activities.
- Monitor and follow up on budget consumption related to Mission activities and projects.
- Support the use of the Mission's Enterprise Resource Planning (ERP) financial system.
- Assist in procurement-related administrative processes, including preparation of documentation and coordination with suppliers or service providers in accordance with Mission procedures.
- Assist in preparing operational documentation, reports, and briefing materials.
- Maintain organized records of operational and meeting documentation, including agendas, reports, and minutes.
- Support the preparation of activity documentation and operational reports.

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, Social Sciences, or another relevant field.
- **Experience:**
 - Minimum of five (5) years of relevant professional experience in operational, project coordination, or related administrative support functions, including experience in an international or governmental environment.
 - Experience liaising with institutional stakeholders or facilitating cooperation between organizations.
 - Experience in interpretation and translation between Arabic, English, 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, coordination, and communication skills
- Ability to manage multiple tasks and priorities simultaneously
- Attention to detail and accuracy
- Ability to work effectively in a multicultural and multidisciplinary environment
- Professionalism, reliability, and discretion
- 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.