

VACANCY – PROGRAM SUPPORT OFFICER, BERNARD VAN LEER FOUNDATION ISRAEL



BASIC INFORMATION

Position: Program Support Officer

Team: Programme Team, Israel

Reports to: Israel Country Representative

Based in: Israel

Date: October 25, 2017

THE POSITION

We are seeking a Programme Support Officer with strong organising, planning and partnership skills. In this role, you will provide administrative support to the Israel Country Representative, perform research and writing tasks on her behalf, and assist in the monitoring, reporting and development of partnerships and programs. You will manage the Foundation's office in Israel and assist in maintaining the flow of contact and reporting with the Foundation's main office in Holland.

MAIN TASKS

- Maintain the Israel Representative's agenda, including scheduling phone calls and meetings
- Draft correspondence from the Israel Representative
- Process expenses, invoices and other financial documentation
- Assist in the coordination of work with external suppliers and consultants
- Provide editing and formatting support for Israel office communications
- Conduct web-based research tasks and summarise findings upon request
- Support in ongoing monitoring, tracking and evaluation of foundation programs and partnerships in Israel
- Join key meetings with external stakeholders, write summaries and assist with follow up
- Assist in capturing and sharing knowledge on Israel programs within the Foundation and externally
- Adaptation of global content to local context
- Coordination of all communications needs of BvLF Israel, including English and Hebrew online and offline content development, power point presentations, social media, localisation & translations
- Assist in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties

PROFILE

Potential candidates will be eager to learn, motivated to act and excited to contribute to social change for young children and families in Israel.

- Bachelor's degree
- At least 2 years work experience, including proven experience in administration and logistics
- Excellent planning and organising skills
- Excellent oral and written communications in Hebrew & English (mother tongue Hebrew & high level of English)
- Cross-cultural competency to engage with diverse populations
- Strong interpersonal, partnership-building and collaboration skills
- Proficient in use of Microsoft Outlook
- Tech savvy and strong analytical skills
- Motivated, energised and excited to work for the mission of the Foundation
- Positive, can-do approach to overall work and challenges
- Master the following competencies: teamwork, learning ability, result-orientation, client-orientation, independent and able to organise own work, quality-orientation, written communication

WE OFFER

- Opportunities for personal development
- Diversity of content, tasks and issues
- Location: Benyamina (near train station)
- Opportunity to positively influence the lives of young children and families in Israel
- Professional working environment and teamwork with international colleagues passionate to contribute to a good start for all children

THE ORGANISATION

The Bernard van Leer Foundation (BvLF) is an international foundation based in the The Hague. Since its inception in 1949, the Foundation has worked in more than 50 countries and invested over half a billion dollars toward our mission: to improve opportunities for young children (0-8) growing up with social and economic disadvantage. BvLF is working in a number of key core countries where it engages in strategic investments to advance its mission for young children and has supported programs in Israel for over 30 years. The Israel team is led by the Israel Representative who is developing and implementing a country strategy for young children and parents nationwide.

YOUR JOB?

Are you excited about this job? If so, please send your resume in English and Hebrew:

http://www.tfaforms.com/359754?tfa_1=01382&tfa_16=MTM