

VACANCY – PROGRAMME SUPPORT OFFICER, BERNARD VAN LEER FOUNDATION ISRAEL



BASIC INFORMATION

Position: Programme Support Officer
Team: Programme Team, Israel
Reports to: Israel Country Representative
Based in: Binyamina, Israel

THE POSITION

We are seeking a Programme Support Officer with strong organizing, administrative 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 manage the Foundation's office in Israel. The position will be carried out in collaboration with the Israel Programme Coordinator and under supervision of the Israel Representative.

This position will be for 1 year with the first six months set at 40 hours and the second 6 months at 20 hours per week (50%).

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 service providers in a variety of areas (computers, communication, office supplies etc.)
- Provide editing and formatting support for Israel office communications
- Conduct web-based research tasks and summarize findings upon request
- Assist in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties
- Administrative assistance managing the Foundation's connections with a variety of partners and interested parties
- Monitoring and updating the Israeli office work programme
- Maintain the mailing list and sending materials for partners
- Responsibility for routine maintenance of the office - filing, office equipment, refreshments, etc.

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.

- Academic Education – is compulsory
- Proven experience of office management and administrative work – compulsory, with preference for the public/social sector
- A very high standard of English, including all skills – compulsory
- Complete proficiency managing a computerized work environment particularly with Office programs – compulsory
- Highly articulate both in writing and orally, interpersonal skills of the highest standard, orderly and organized, self-sufficient and autonomous at work, capable of working in an environment of multi-tasking and diverse interfacing.
- A connection and commitment to this field and a real inclination and will to take part in this activity of social transformation for the benefit of children and their families - compulsory!

WE OFFER

- Opportunities for personal development
- Diversity of content, tasks and issues
- Location: Binyamina (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 ORGANIZATION

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 towards 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 programmes 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 and motivation letter in English and Hebrew, before 9 August 2019 to: http://www.tfaforms.com/359754?tfa_1=01382&tfa_16=MTM.