BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Administrator (PA) Israel
Team: Programme
Reports to: Representative Israel and Lead Programme Admin and Control
Based in: Israel
Date: 19 August 2020

PURPOSE
At the Bernard van Leer Foundation we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

THE POSITION
The Programme Administrator (PA) will be responsible for all the administrative tasks on Israel-based work for both the Programme and Knowledge for Policy departments. In addition he/she will act as a gatekeeper; being the administrative controller and ensuring consistent delivery of quality. This position requires professional communication skills (written and verbal) for diverse external and internal stakeholders. The PA has a reporting obligation to both the Representative Israel as well as the Lead Programme Admin and Control.

PRINCIPAL RESPONSIBILITIES AND TASKS

General
- Provide continued support and communication to partners and consultants, and document all relevant information in the Foundation’s systems (Salesforce, Microsoft Teams and M-files);
- Maintain close and frequent cooperation with the Financial Analyst (FA) and Lead Programme Admin and Control functions in the Netherlands;
• Maintain close and frequent cooperation with other PAs to exchange information and look for common solutions.

**Investments administration**

• Consistently and accurately updating data meeting the requirements of the interim and annual audit, with proper consideration for document archiving and authorising evidence;
• Manage and monitor the administration of all the Foundation’s investments (related to Israel’s portfolio) from beginning to end;
• Promote mutual agreements and solutions with partners and consultants in case of differences;
• CRM management: maintain and update contact information of partners and consultants;
• Request and check relevant due diligence documents of proposed partners;
• Ensure that proposal requirements have been met;
• Monitor if budget proposal requirements have been met using experience for local country specific budgets and flag items for consideration by Representative;
• Liaise with Financial Analyst, based in the Netherlands, regarding budget assessments and payments;
• Assist Representative on the preparation of approval memo’s and advise on which type of MRT to use etc.;
• Prepare grant letters and contracts with all required annexes to be sent to partners and consultants for their signature;
• Active follow-up with the partner to ensure compliance of requirements before each instalment;
• Verify that received statutory documents meet requirements before submitting for approval;
• Review incoming Financial Statements and Yearly Audited Financial Reports and give feedback to the Representative Israel, partner or consultant;
• Track if payments have gone through correctly in the Foundation’s systems;
• Update the Representative Israel and Programme Director on the grant making progress funnel;
• Liaise closely with partners in order to manage MRT process, formalize agreements and ensure timely and accurate transfer of funds to third parties;
• Monitor updated budgets for No-Cost-Extension requests from partners;
Drive closure process of projects and update the Representative of blocking issues on a monthly basis;

Where there are subsequent changes to contracts or payment instalments that require adjustment in systems or negotiation, the PA will involve both the Representative and Lead Control and Admin function in exploration of various options and final sign off.

**Desk research**

- Support the Finance team and Financial Analyst on ad hoc requests for the Yearly Institutional Audits;
- Support various units in the Foundation on the preparation of reports (i.e. K4P, Board of Trustees);
- Support and facilitate knowledge sharing with the other countries and units;
- Provide research, analysis and advisory support (explaining terms of reference etc.) to Country Teams;
- Quality control and suggest improvements regarding workflow processes and administrative systems;
- Where requested prepare or provide input for briefing book for board member country visits.

**Team logistics**

- Assist the Representative on mission related issues and agendas;
- Maintain the Representative’s overall agenda, draft correspondence, and provide editing and formatting support for internal and external communication;
- Prepare itineraries and documentation for travel visas;
- Organize local travel (with the advice of Travel and Event officer);
- Assist the Representative in organising key meetings with external stakeholders, assist with follow up;
- Assist in the planning, logistics and implementation of technical meetings, events and travel with partners and third parties;
- Prepare and submit for approval all country staff claims: check if amounts are correct, all supporting invoices are received, scan bills, upload claims in Salesforce, explain to new colleagues how to fill out claims and what codes to use, check bank details and follow-up with FA when transfer is delayed;
- Managing local office management and processing of invoices;
- Support country team on the organization of country events;
• Process invoices for organized country events;
• Ad hoc support for organizing internal meetings;
• Prepare and send reimbursement reports, as well as travel expenses reports;
• Arrange and book international travels, booking flights, hotels and any other arrangements needed for trips and or group events (with the advice of Travel and Events Officer).

General
• Support ongoing ad hoc tasks and projects as requested by the Representative Israel and Lead Programme Administration and Control functions.

PROFESSIONAL CONTACTS
Inside the Foundation:
• Programme Department (Programme Director, Country Representatives, Programme Coordinators and Programme Administrators)
• Lead Programme Admin and Control
• Financial Analyst
• Knowledge for Policy (K4P)
• Human Resources (HR)
• Executive Director
• Finance
• ICT
• Travel & Events (TCVS)

Outside the Foundation:
• BvLF Partners and contacts

QUALIFICATIONS, SKILLS AND COMPETENCIES
Qualifications, skills and experience:
• College and administrative experience;
• 3-5 years of experience in a support/administrative role in an international organization;
• Fluent in English and Hebrew;
• Strong interpersonal skills;
• Project management skills: experience in providing support on operational projects;
• Experience using Salesforce, M-Files, Excel, Word;
• Legal experience is an advantage;
• Tech savvy and strong analytical skills;
• Excellent planning and organizing skills;
• Self-sufficient, capable of working in multitasking environment;
• Ability to meet deadlines;
• Motivated, energized and excited to work for the mission of the Foundation;
• Positive, can-do approach to overall work and challenges.

General BvLF Competencies:
• Teamwork
• Learning ability
• Result orientedness

Job Specific Competencies:
• Problem Analysis
• Organization of Own Work
• Adaptability

LOCATION
Benyamina, Israel (adjacent to train station)

APPLICATION
Please apply through the following link:
http://www.tfaforms.com/359754?tfa_1=02002&tfa_16=MTM.
Applications will be reviewed on a rolling basis.