BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

Position: Programme Administrator Israel
Team: Programme Team
Based in: Israel
Start Date: As soon as possible

ABOUT THE BERNARD VAN LEER FOUNDATION

The Bernard van Leer Foundation is an independent Dutch organisation. We work worldwide to ensure that all babies and toddlers have a good start in life. Active in Israel since 1965, our mission is to improve opportunities for the millions of children growing up in circumstances of social and economic disadvantage.

A good start puts each individual child on the path to realising their full potential, and sets the foundation for a healthy, equitable and peaceful society.

THE POSITION

The Programme Administrator is responsible for all administrative tasks for the Foundation’s work in Israel. S/he is expected to manage the operations of the office and lead all administrative controlling, logistics and compliance from partners, including delivery of quality proposals and reports. This role requires close attention to detail, strong organizational and time and stress management skills and comfort communicating (written and verbal) with diverse stakeholders.

The Programme Administrator Israel reports to both the Israel Representative (based in Israel) and the Lead Administration and Control (based in the Netherlands).

PRINCIPAL RESPONSIBILITIES AND TASKS

- Ensure beginning-to-end high-quality investment administration for Foundation grants and contracts working closely with partners, the Israel Programme team and the Operations team based in the Hague
- Update the Foundation’s internal management and monitoring systems with necessary and accurate data, meeting all audit requirements including document archiving and authorization evidence
- Assist the Israel Programme team by leading on logistics for events, travel and meetings
- Manage the Israel office, including work with all suppliers, equipment, scheduling, payments and overall operational expenditure of the Israel Programme team
- Support and participate in knowledge sharing with the other country teams and departments
- Provide input, editing and formatting support for internal and external communication
- Provide research, analysis and advisory as well as support on adhoc tasks and projects as requested by the Israel Representative and Lead Programme Administration and Control.

QUALIFICATIONS, SKILLS AND COMPETENCIES
- Motivated with a positive service-oriented approach to work and excited about the mission of the Foundation
- A bachelor’s degree or equivalent
- 5-7 years’ experience in an administrative role (ideally in an international organization)
- Analytical skills with project and financial management experience
- Comfortable with technology including knowledge of Microsoft office and Salesforce or similar tools.
- Self-sufficient with advanced stress-management and planning skills
- Strong communication and interpersonal skills
- Fluent in English and Hebrew both written and spoken. Working knowledge of Arabic is appreciated
- Legal experience is an advantage.

Organisational competencies:
- Teamwork
- Learning ability
- Result driven

Job specific competencies:
- Problem Analysis
- Organisation of own work
- Adaptability

PROFFESIONAL CONTACTS
Inside the Foundation: Programme team, Operations team and Knowledge for Policy team.
Outside the Foundation: Israel-based partners and contacts

HOW TO APPLY:
Please send your motivation letter and CV in English to PA_Israel_vacancy@bvleerf.nl. We encourage early applications as we will review on a rolling basis. The position will be filled as soon we find the right candidate.