



Job Opportunities

TAMER Institute for Community Education is an educational non-governmental non-for-profit organization established in 1989 as a natural and necessary response to the urgent needs of the Palestinian community during the first intifada (uprising). The most important of these is the need to acquire means to help people learn and become productive. Focusing principally on the rights to education, identity, freedom of expression, and access to information.

For its office in Gaza strip, Tamer Institute is looking for qualified candidates to assume the following positions:

1)

Title: Project Coordinator Assistant

Duration: Four months (with possibility for extension)

Starting date: Immediately

Key Responsibilities:

- Assist in preparing and follow- up the monthly and periodical project plans and reports.
- Review and follow up monthly plans and reports of the area coordinators.
- Conduct regular monitor visits the field to ensure the quality of implemented activities of the project.
- Provide the Project coordinator with regular reports of activities undertaken and activities planned.
- Review the Expressive arts activities plans received from facilitators and assist in developing Expressive Arts Activity manual.
- Follow up the implementation of capacity building activities for child protection community committees and community.

- Assist in planning and follow-up networking activities and sport days implemented in the five protective spaces.
- Ensure all project documents are archived in soft and hard copies.
- Closely follow-up on project human resources issues in coordination with project coordinator.
- Representing the organization in the national and international events related to the program.

Other duties

- To undertake any other relevant duties required.
- Participate effectively in the activities of Tamer Institute's national reading campaign.
- Attend regular staff meetings of Tamer Institute.

Skills/Qualifications:

- Bachelor's degree in Business Administration Social Sciences or any other related fields.
- Minimum three years of professional experience in project management, preferably with working NGOs.
- Excellent reporting and formal writing skills in both English and Arabic.
- Ability to handle multiple assignments and meet deadlines.
- Excellent Command of Arabic, written and spoken English.
- Excellent communication and team leading skills
- Excellent knowledge in Expressive Arts disciplines

2)

Title: IT and Data Management Specialist

Duration: Four months (with possibility for extension)

Starting date: Immediately

Key Responsibilities:

- Play a lead role in the development and production of database and online system to support the monitoring and archiving requirements relevant to Tamer Projects.
- Contribute to the development and improvement of database / online system by improving and upgrading database documentation, data archiving and data extraction methods and by automating to the extent possible, common analysis requests.

- Ensure that the child protection project online system and database provide the best possible functionality and usability to Tamer project Staff.
- Ensure that all data, procedures and processes under his (her) responsibility are properly entered and documented according to data standards.
- Ensure that user/project staff requirements are continually met, accommodating changing circumstances in the field;
- Liaise with project field staff to ensure that database development, data entry, and data extraction methods provide optimum functionality and usability to the staff;
- Record completed data entry forms and requests as needed.
- Day to day follow-up to the online system.
- Generate Reporting information and figures (children numbers, etc).
- Support and participate in analytical work by processing data and information in a suitable format; Integrate, archive, and extract large datasets for cross referencing and statistical analysis where necessary;
- Monitor and train relevant project staff to use online system and coordinate technical support for data users.
- Maintain a close working relationship with M&E;
- Together with the Tamer relevant staff, manage Tamer Institute website and any related content management;

Other duties

- To undertake any other relevant duties required.
- Participate effectively in the activities of Tamer Institute's national reading campaign.
- Attend regular staff meetings of Tamer Institute.

Qualifications:

- University degree in Computer Engineering, IT, Project Management, or other relevant field.
- At least 3 years' experience working in the NGO sector
- Proficiency in MS Office
- Very good writing skills in English and Arabic are required
- Strong planning, coordination and excellent IT skills.
- Strong initiative, self-reliance and cooperative
- Positive, problem-solving approach
- Rigorous attention to detail and good organizational skills

- Ability to work under pressure
- Strong communication and interpersonal skills and ability to work independently and with a team.

How to Apply

Interested candidates are encouraged to submit their CV and cover letter no longer than 30th July 2018 to the following email address Applications@tamerinst.org, with reference to the position you will apply for as the subject, please note that untitled applications will not be considered.

Only short list candidates will be contacted for a written test and job interview.