



Job Opening: Administration and Procurement Officer (50%)

Location: East Jerusalem

Job Type: 50%

Experience: Minimum of 2 years

Deadline for Application: September 25th, 2023

About Sabeel:

Sabeel is an Ecumenical Liberation Theology Centre dedicated to the development and promotion of Palestinian Liberation Theology. Our work extends throughout the country and has a significant impact regionally and internationally.

What We're Looking For:

At Sabeel, we're on the lookout for a dynamic individual with the ability to inspire and consistently produce high-impact results. A commitment to transparency, exceptional resource management, and the pursuit of excellence in program outcomes are values we hold dear and seek in our ideal candidate.

Diversity is our strength, and we are dedicated to fostering an inclusive environment for all team members. If you believe you possess these qualities, kindly forward your CV to Sabeel@sabeel.org by September 25th. We will be conducting interviews on a rolling basis. Please note that only those candidates who closely align with our job requirements will be contacted.

Administration and Procurement Officer

- Ensure all supplies and purchases implemented according to the accepted financial procedures and standards
- Prepare all purchase requests and purchase orders requested for the project and in cooperation with project staff and supervisor.
- Participate in the process to obtain and manage price offers, bids and tenders.
- Prepare monthly reports of the procurement and monitor project achievements.
- Preparation of all logistic work required for the projects' procurement and in cooperation with direct supervisor.
- Ensuring all project purchases are implemented in a timely and appropriate manner.
- Ensure receipt of procurements of goods and services and ensure compliance with quantities and specification required and according to procedures.

- Maintain the archiving and documentation of both hard and soft copies of the projects purchasing documents.
- Perform any other tasks as requested by the supervisor.
- Administrative Responsibilities and tasks include but are not limited to: reception duties, basic hospitality for visitors, sending and receiving post, managing office supplies, preparing for internal meetings, care for maintenance, safety and efficiency of office and equipment, care for project inventory.
- Team support in activities, PR & communication, knowledge management
- Support in organising, implementing and following-up on events and team's activities.
- Support in establishing databases.
- Maintain the team calendar and digital filing systems.
- Supports in compiling documents, invoices...etc.
- Takes minutes of meetings, takes photos of events and activities, drafts letters in Arabic/English.

Experience, competencies and qualifications:

- A. Relevant degree in Business Administration/Logistics Administration/ Supply Management.
- B. Two years experience in logistics and administration
- C. English/Arabic are a must, Hebrew is a plus
- D. Strong organisational skills and time management skills
- E. Strong communication and interpersonal skills
- F. Proficiency in office suites and data entry software.
- G. Problem-solving skills.
- H. Good negotiation skills.
- I. Reporting skills and ability to analyse Information
- J. Jerusalem resident is a must