

Vacancy Announcement

The European Union Border Assistance Mission at the Rafah Crossing Point – code name EUBAM Rafah – was launched on 24 November 2005, to monitor the operations of the border crossing point between the Gaza Strip and Egypt, after Israel and the Palestinian Authority concluded an Agreement on Movement and Access on 15 November 2005. The Council of the European Union welcomed the Agreement and approved that the EU should undertake the third-party role proposed.

The Mission is currently seeking for a candidate to fulfil the position of HoM assistant/Language Assistant to be recruited on 10 July 2017.

Position reference: HoM A/LA

Organizational Unit: EUBAM-RAFAH, Head of Mission Office

Duty Station: Ramat Gan-Tel Aviv

Contract Regime: Contracted for six months, with possibility of renewal till end of June-2018. The contract period is subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate budgetary impact statement.

Number of Posts: 1.

Duties and responsibilities:

Under direct supervision of the Head of Mission (HoM):

- Contribute to the daily, weekly, monthly and six monthly reports in excellent written English,
- Review the local media and report any information of any interest, communicate any relevant directives, regulations, presidential decrees,
- Liaise with international organizations, local authorities and law enforcement agencies on Mission/HoM related issues, in accordance with the instructions of the HoM,
- Assist HoM with oral and written translations, upon HoM request, make translations from Arabic/Hebrew to English,
- Responsible for the registration and all correspondences,
- Responsible for the running and maintenance of the HoM registry filing system,
- As his/her Assistant, assist HoM in all Mission activities, make technical arrangements as per HoM meetings, update HoM calendar, support the administrative departments in regard to HoM trips, meetings & workshops,
- Prepare draft of the minutes from different meetings held by HoM, perform administrative and secretarial duties, draft memos, letters, faxes and other requested job related documents,
- Liaise with every Line Managers if required by HoM,
- Keep permanent communication with HoM by any means in order to deliver regular information regarding situation inside the mission area and apply HoM instructions,
- Other work related duties as required by HoM.

Skills and qualifications

Education

- minimum B.A in English or similar knowledge is mandatory,
- Proven reporting skills.

Work experience

- Minimum five years of relevant professional experience,
- Practical use of Arabic, Hebrew and English language, spoken and written, preferably in an international and multi-national environment,
- Good knowledge of the political and security situation of the Mission Area of Operations, and of the local arena.

Languages

- Fluency in Arabic, Hebrew and English, (spoken, read, written, understood) mandatory.

Other skills/competences

- Ability to operate Windows and Microsoft Office applications, in particular Word processing, Outlook, Excel and Power Point,
- Excellent analytical, organizational, managerial and problem-solving skills,
- Ability to establish priorities, to plan and co-ordinate own work,
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity,
- Resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.

Compulsory Requirements

- Civilian driving license class B,
- ID-card allowing free movement inside Israel and the West Bank,
- Permit allowing to drive in Israel and West Bank.

Interested candidates must submit their CV & covering letter before 21/06/2017 to the email humanresources@eubam-rafah.eu, please indicate the position reference in the subject line.