



## JOB DESCRIPTION

<b>Job Title</b>	Operation Support Assistant
<b>Location</b>	Gaza Strip, Palestine
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Lebanon.
<b>Job Purpose</b>	Provide the support required to Admin, Finance and Procurement department.
<b>Hours</b>	Full-time
<b>Reporting to</b>	oPt Senior Finance and Admin Manager
<b>Responsible for</b>	Provide the support to MAP Finance and Procurement departments.
<b>Key Internal relationships</b>	Gaza Director, oPt Senior Finance and Administration Manager, Finance and Procurement Officers in Gaza.
<b>Key External relationships</b>	n/a
<b>Contract</b>	Fix Term Contract ending in December 2022

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **Duties and key responsibilities**

### **Finance Duties:**

- Prepare Cheque or wire transfer requests based on fully approved documents
- Contact the suppliers to receive their Cheques and obtain receipts.
- Support the finance team in stamping the documents for MAP office and community projects according to MAP Procedures.
- File all cash and bank vouchers and maintain voucher filing system such that files are updated, completed, and safeguarded.
- Deliver wire transfer to the bank Or Cash advance Cheques.

### **Procurement Duties:**

- Support the procurement team in preparing the financial analysis by filling the price offers in the procurement template.
- Archiving the procurement documents according to MAP system.
- Updating the vendor database as requested by procurement officers.
- Scanning the documents in order to release payments.
- Support the procurement team in updating bank/cheques guarantees and save them.

### **Admin duties:**

- Maintain adequate inventories of office supplies, log distribution of supplies.
- Track all the old files and update the Senior Finance Manager on the 7 years old files, discard them per MAP procedures
- Prepare admin correspondences as requested by the Gaza Director, or Senior managers.
- Support in sending and receiving faxes and log it in.
- Review the car log sheet and calculate the personal usage (if applicable).
- Receive all visitors, suppliers, and direct them to the concerned employee.
- Maintain staff attendance log.; make sure to receive the signed timesheets from the employees and keep them saved on SharePoint.
- On charge of answering intercom and referring calls to the concerned employee.
- Update office extension number as may needed.

### **General Responsibilities**

- Support the mission, ethos and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

## PERSON SPECIFICATION

### Experience

- At least 2 years of professional experience in an admin and financial, Procurement position within a well-established organisation.
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Knowledge of Procurement procedures.
- Experience in admin work.

### Skills and abilities

- Strong interpersonal skills.
- Proven work organisation skills.
- Clear written and verbal communication skills in both English and Arabic.
- A broad range of skills in O365 and MS office, with advanced Excel skills an asset.
- Asset and Inventory Control.

### Education/training

- BA degree in Business administration or a related field.

### Personal attributes and other requirements

- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.

## APPLICATION PROCEDURE AND DEADLINE

Candidates should download and fill the application form and equal opportunities form at the following link:

<https://www.map.org.uk/jobs/gaza-office>

and send it to [hr@map-uk.org](mailto:hr@map-uk.org) by midnight on [20-January-2022].

Please write “**Application – Operation Support assistant - Gaza**” in the email subject line.

**Do not attach CVs or any other documents.**

Only shortlisted applicants will be contacted.