VACANCY ANNOUNCEMENT

**Project Assistant (PAL)**

Friedrich Naumann Foundation for Freedom (FNF) is looking for an entry-level position as a Project Assistant of our Palestine team to join our Jerusalem office.

Start Date: **January 15th, 2023**
Type of contract: Full-time position (40h)
Duration of contract: 3-month contract with possibility of extension
Location: Jerusalem
The submission deadline for applications: **January 1st, 2023**

For our unique Israeli-Palestinian team in Jerusalem we need help with our partner work in Palestine for us to be a platform of innovation for enhancing freedom in society, strengthening dialogue with the European Union and contribute to the advancement of Israeli-Palestinian dialogue. Together with our partners, we want to strengthen liberal core values like the rule of law and democracy, the respect of human dignity with civil and human rights, market economy principles and entrepreneurship and a democratic culture of tolerance and pluralism.

**Our Vision**: The Friedrich Naumann Foundation for Freedom is the creative platform of innovation for enhancing freedom in society

**Our Mission**: Our work addresses interested people that share the core values of the foundation. We consult, inspire and motivate change makers in society and create, design and promote innovative concepts of freedom for today and tomorrow.

**Project Assistant Roles and Responsibilities**

* Assisting the Palestine team manager on all relevant partner work
* Maintaining contact with Palestinian partner organizations, communicating and following up with reporting and documentation requirements of FNF
* Outreach to partner organizations of FNF in the Palestinian Territories for the dissemination of FNF's objectives, strategies and messages
* Drafting of articles (Social Media, Website), especially analyzing Palestinian social and political developments and reporting about FNF and partner activities
* Co-Development, logistics, coordination and participation at FNF and partner events across Palestine
* Supporting Palestine team with logistical and administrative matters in partner cooperation
* Special tasks assigned by the Palestine team manager

**Qualifications and Skills**

* University graduate with relevant degree; or having acquired equivalent experience.
* Proficient in Microsoft Office
* Knowledge and interest in Palestinian social developments, local and national politics.
* Passion for liberal values and good communication and interpersonal skills
* Ability to work in a diverse team and desire to learn new things
* Excellent English and Arabic skills, both written and verbal
* Knowledge of Hebrew and German a bonus

**Working Hours**

The working hours are 40 hours per week. The work can at times require presence at one of FNF’s programs or activities during the weekend.

**Equal Opportunity**

FNF is committed to provide equal employment opportunity to all persons regardless of age, color, national origin, race, religion, creed, gender, marital status, or any other characteristic are encouraged to apply.

**Application Instruction and documents required**

If interested to apply, send an e-mail with e-mail subject: “Project Assistant (PAL) Xxx (your first name) Yyy (your last name)” to jerusalem@freiheit.org; please have the following documents attached:

1. An updated resume (highlighting relevant experiences)

2. A brief cover letter (with short reasoning why you apply to this position with FNF Jerusalem).

3. Your salary expectations.

Kindly note that applications without all documents will not be considered.

**Notes:**

* We thank all candidates for their interest, however, we are only able to contact those who are shortlisted.
* Assessment Evaluation of qualified candidates for this position may include a written test, which will be followed by a competency-based interview.
* Interviews will take place during the month of December at the FNF office or online