



JOB DESCRIPTION

Full Time Position in Israeli Office.

Reporting Coordinator @ EcoPeace

EcoPeace Middle East is a unique Israeli-Jordanian-Palestinian organization that advances cooperative efforts to protect our shared environment and create the conditions for sustainable development and peace in our region.

ROLE SUMMARY AND KEY RESPONSIBILITIES:

The Reporting Officer will be part of the development team .Preference will be given to candidates who have demonstrated experience working with USAID, EU and other institutional donors.

MAIN TASKS AND ACTIVITIES:

- Preparation of reports to donors - quarterly, annually and as needed for organizational strategy.
- Maintaining regular communication with all departments including advocacy and education, MEAL and finance teams in order to summarize and analyze programming data as needed for reports.
- Ensure that program descriptions align with the relevant finance report.
- Identify donor compliance needs at outset of each project and work with project team to ensure that compliance needs are fully met.
- Conduct compliance comprehensive final review and close out of grant activities.
- Attend activities in the field for reporting as needed.

REQUIRED SKILLS:

- Identification with values of the organization
- 2 years experience as a reporting officer with USAID , EU and other major donors - experience in compliance – a major plus.
- Mother tongue English, proficient Hebrew and/or Arabic is a plus
- Strong writing skills
- Outstanding organizational and administrative abilities.
- Excellent interpersonal skills and cross-cultural communication skills
- Ability to plan, prioritize and execute tasks professionally
- Ability to assess what needs to be done and deliver independently
- Good computer skills and experience in an office environment

EcoPeace Middle East

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Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org



TO APPLY:

Interested applicants for this position must submit the following:

Cover letter relating to your motivation for the position and your relevant background qualifications
CV in English

Any other documentation (e.g., letters of recommendation, sample writings, etc.) that addresses the qualification requirements of the position as listed above

Send application to: tal@ecopeaceme.org specifying the name of the position

EcoPeace Middle East provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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