

The Arava Institute is seeking a Track II Compliance Associate

Job description:

The Track II Compliance Associate is responsible for the financial procedures, reporting to funding bodies, and logistical and administrative duties of the Track II program.

The role of the associate is to:

- Assist in the preparation of project documentation for the EUPI project deliverables, including narrative reporting, financial reporting, and any other EU reporting requirements, as well as compliance requirements for other related grants
- Coordinate all financial procedures as required by EU and AIES.
- Coordinate logistical needs and arrangements for Track II activities, including workshops, working group meetings, annual conference etc.
- Coordinate permit and visa applications as required for project activities
- Participate in EUPI and other training programs as required
- Assist with general logistics of the Track II project

Skills required:

- High attention to details
- Excellent interpersonal skills, including cultural sensitivity, ability for creative thinking and problem solving.
- English and Hebrew proficiency
- Computer proficiency
- Enthusiasm about the vision and the goals of the Arava Institute
- Previous experience in cross-border work, preferred
- Previous experience in compliance, administrative and/or logistics work, preferred
- Availability for work hours which are flexible and unconventional, preferred

Conditions of employment:

- Half- time employment
- Some unconventional hours
- Works under the supervision of the Track II Strategy and Operations Manager
- Approximate start of work: July - August 2018.

Applicants can apply to this tender for this position only, or combined with the tender for Short Programs associate.

If you are interested in the position, please send your CV to Eliza Mayo at the

Arava Institute: eliza@arava.org