

The Arava Institute is seeking a Project Administrator in the Center for Transboundary Water Management

Job description:

The job of the Project Administrator is to work in coordination with and assist the director of the Center for Transboundary Water Management (CTWM) in the administration and management of research projects, specifically those funded by USAID.

The Project Administrator will also work with the director of CTWM in managing and coordinating the work plans for research department interns.

Roles:

- To assist the director of the Center for Transboundary Water Management in the logistics, coordination and operation of workshops, trainings, events, conferences, etc. as mandated by USAID and/or other funded research programs.
- To assist in the financial management of these programs and to maintain and manage rules of compliance from the funding organization.
- To set up individual and group work plans for CTWM research interns, coordinating work plans with campus life activities, work plan logistics, time management, reporting, etc.

Requirements:

- High attention to details, ability to manage schedules and deadlines
- Excellent interpersonal skills with ability for creative thinking and problem solving
- Able to be both a team player and to work independently
- Availability for some work hours which are flexible and unconventional
- English, required, and Hebrew proficiency, preferred
- Computer proficiency – Microsoft Office and Google Docs
- Previous experience in project management and/or logistics and administration, preferred
- Degree in environmental studies or related field, preferred
- Valid Israeli driver's license, required

Conditions of employment:

- 50% employment, half-time program manager
- Resident of Arava region or Eilat
- Works under the supervision of the director of the Center for Transboundary Water Management
- Approximate start of work: September, 2018

If you are interested in the position, please send your CV to Eliza Mayo at the Arava Institute: eliza@arava.org