



Job Vacancy

Position: Accounting Administrator

Duty Station: Amman

Project code: AID 012590/08/0 JOR "Let's feel good! Ensure to deaf child in Jordan, the right to quality inclusive education and the access to diagnosis, treatment and rehabilitation services".

Organization: John Paul II Foundation - Jordan Branch

Period of Employment: one year contract, renewable for one year

Availability to Start the Contract: Starting as soon as possible

Application deadline: 25th May 2023

Interested candidates should send their CV in English, the details of two people who will serve as professional references, a short self-presentation letter in English language explaining how the candidate's qualifications and previous experiences are in line with this job description to mr.vettoretto@fondazionegiovannipaolo.org and CC to f.hijazin@fondazionegiovannipaolo.org specifying in the object `Administrator_name_surname`

Contract Type: Full time

Salary: According to experience and qualifications

Education degree: diploma of Accounting or business degree, or relevant experience

Experience requirements: minimum 5 year, or 3 years in administration

Nationality: Jordanian

The foundation reserves the right to close the selection before the expiring date if suitable candidate is found

Mission:

In the frame of the Project implementation, John Paul II Foundation is recruiting an administrator to:

- 1) Ensure the administrative management of the A.I.C.S. Project financed from Italian Cooperation and other projects that the John Paul Foundation could be awarded in the future
- 2) Ensure the implementation of administrative work tools related to the project
- 3) Cash and Bank management
- 4) Ensure the administrative monitoring of project partners
- 5) Ensure the monthly monitoring with the head office in Italy
- 6) Ensuring the application of the country's tax, labour and tax laws
- 7) Ensure the head office logistic management and support on the logistic management of activity project
- 8) Ensure the correct draft of contracts and administrative management of local staff
- 9) Ensure the closure and finalization of Financial reports for the donor's project
- 10) Implement under the supervision of Program Manager the procurement procedures/tenders for goods and services according to the donor guidelines
- 11) Support the Project manager in the monthly/yearly financial planning, and procurement planning
- 12) Ensure the on time follow up of office payments (rent, utilities, etc) and contracts



- 13) Support the Program Manager and the JPIIF Legal representative in the liaison activities with relevant Ministries or public institutions within the project implementation

Required Qualifications

- Excellent knowledge of English written and spoken. It will be considered an asset the knowledge of Italian;
- Previous work experience with a non-governmental organisation is not mandatory but will be considered as an asset, as well as the driving license and a personal car to move
- Previous work experience as support staff on liaison activities with public institutions with a non-governmental organisation is not mandatory but will be considered as an asset

Required technical skills

- Knowledge of the country's legislation, in particular in the following issues:
- Legislation on work and purchase contract
- Legislation and duties for local and international NGOs
- Knowledge of accounting / double-entry book keeping
- Excellent knowledge of English, Italian will be an asset
- Excellent knowledge of Office application package with particular focus on Excel and Word

Transversal skills

- Problem Solving
- Planning
- Negotiation and mediation skills
- Ability to listen
- Ability to work in a team
- Accuracy

Selection Criteria

CVs will be pre-selected according to their coherence with the required profile. Only selected candidates will be called for interviews and selection tests.

Interviews will take place in FGPII office in Amman.

We thank all those who will send their application, but we inform that only candidates pre-selected for an interview will be contacted.

Note: for more information about the organization, please consult our webpage: www.fondazionegiovannipaolo.org