



Project: Potenziamento dei Centri clinici per la diagnosi e cura delle malattie emorragiche congenite e delle emoglobinopatie in Palestina (HAEMO_PAL)” (AID 011719)

Donor: AICS

Location: Palestinian Territories

Employer: John Paul II Foundation

Contract Duration:

Starting Date: 15/06/2025

Deadline for Applications:

TERMS OF REFERENCE

Administrative coordinator

About the project

The Haemo_Pal project includes, among other activities:

- a) the training of local professionals;
- b) technical support and capacity building aimed at the implementation of an Electronic Medical Record (EMR) system for the clinical management of these conditions and the establishment of a National Registry of Congenital Hematologic Diseases;
- c) participation in External Quality Assessment (EQA) programs for the coagulation laboratories of Palestinian Hematology Centers (HCs);
- d) the development of diagnostic and therapeutic protocols and care pathways for patients with hemophilia and other congenital hematologic conditions (CHDs);
- e) support for the implementation and formalization of a network of centers.

Position Summary

The **Administrative Coordinator** will oversee the administrative and procurement processes of the project, ensuring compliance with PRAG (Practical Guide to Contract Procedures for EU External Actions) rules and local regulations. The role involves liaising with various stakeholders, coordinating procurement activities, and supporting the project implementation.

Key Responsibilities

- Ensure all administrative procedures related to the project are followed in coordination with the **John Paul II Foundation** and the **Palestinian Ministry of Interior**.
- Manage all administrative and legal procedures related to **financial transfers with local banks**, ensuring proper documentation and regular monitoring.
- Coordinate administrative and financial processes with the **Ministry of Finance** to secure **tax exemption** for the project.
- Collaborate with the **technical and logistics coordinators** to manage and oversee **public tender procedures** for the procurement of lab equipment, kits, reagents, and pharmaceuticals, in accordance with **PRAG rules**.
- Participate in **regular planning and monitoring meetings** with the technical and logistics coordinators to ensure smooth project implementation.

- Conduct **hospital visits** to supervise the proper installation and functional use of laboratory equipment.
- Support the organization of **missions and visits by international experts**.
- Take part in **regular Zoom meetings** with Italian technical counterparts to coordinate implementation and exchange updates.
- Draft and submit **quarterly progress reports** on administrative activities, highlighting achievements, challenges, and recommendations.
- To work in coordination with the Scientific coordination of Haemo-PAL at CNS

Required Qualifications and Experience

- University degree in Economics, Business Administration, International Relations, Project Management, or related field.
- At least **10 years of relevant experience** in administrative coordination within public sector in Palestine, including liaising with relevant ministries.
- Previous working experience with the JPIIF is an asset.
- Knowledge of the pharmaceutical and medical sector in Palestine.
- Excellent knowledge of **English and Arabic** (written and spoken).
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently, under pressure, and as part of a multidisciplinary team.
- Familiarity with the administrative environment of Palestinian public institutions is an asset.

How to Apply

Interested candidates should send their **CV** in English to l.rossi@fondazionegiovannipaolo.org with the subject line: **Administrative Coordinator Application – [Your Name]** by **28th of June 2025**.