

TERMS OF REFERENCE AND JOB DESCRIPTION

Position: Local Assistant for Logistics and activities supervision.

Project Title: Un Luogo sicuro per i bambini di Betlemme – Regione Toscana.

Organization: John Paul II Foundation – Middle East

Location: Bethlehem

Starting date: 1st August 2025

Duration: 5 months

In accordance with the Project Proposal, a full-time local figure is required who is able to:

1. DUTIES AND RESPONSABILITIES:

- Support the project coordinator in the planning and preparation of the project activities;
- Participate in the Project's team meetings.
- Handling the registration of the beneficiaries in the various workshops carried out as part of the project.
- Documenting the activities and the workshops with Photos and Videos.
- Prepare and complete the attendance sheets of the activities.
- Facilitate to preparation of the workshops in collaboration with the hired external consultants.

2. ESSENTIAL REQUIREMENTS FOR ADMISSION TO THE SELECTION

2.1. Qualification required and years elapsed since it was issued:

University degree Education, and experience in Extracurricular activities

2.2. Degree of work experience in the sector of professional expertise:

Previous experience in Extracurricular activities. Participation in leading children camps and workshops, and scout groups will be considered a preferential requirement.

2.3 Other Requirements:

- Analytical and problem-solving skills;
- Excellent interpersonal and communication skills;
- Ability to use standard office software (Microsoft Word, Excel and PowerPoint).
- Ability to work in a team and individually.



Deadline for application submission: **12/08/2025**

Application should include CV and should be sent to: **info@fondazionegiovannipaolo.org**