



**The Welfare Association, a leading organization supporting Palestinian development and relief efforts, is seeking an experienced and a highly skilled professional for immediate recruitment in Lebanon Office. Available job vacancy for Institutional Affairs Assistant.**

**Applicants should send their CV and a cover letter that includes expression of interest by email to [welfarelb@jwelfare.org](mailto:welfarelb@jwelfare.org) no later than February 10th, 2012 and include the job name above in your email subject and cover letter. Applications received after end of business day on closing date will not be considered.**

*Welfare Association is an equal opportunity employer. Women are encouraged to apply.*

### **Job Description**

**Department :** Lebanon Branch

**Job Title:** Institutional Affairs Assistant

**Duration:** 1 year (renewable)

**Location:** Lebanon

**Salary:** \$600 to \$800 depending on qualification and experience

**Reports To:** Lebanon Country Director

**Purpose of Position:** Assist in follow up and handling all institutional affairs at the Lebanon branch

### **Responsibilities & Duties.**

#### **In accordance with established WA policies & regulations:**

1. Follow up and handle all matters related to office work
2. Assist in developing the reporting formats for scheduled meetings
3. Facilitate travel, accommodations, and meeting facilities for all WA-LB trustees, directors, staff and visitors in addition to WA various activities
4. Organize and follow up all pending issues with Lebanon Country Director
5. Conduct topic and summarize findings

6. Document minutes of WA Lebanon Board and Lebanon General Assembly Meetings
7. Draft reports submitted to management
8. Follow up all filing and archiving
9. Archiving of all important resources and materials
10. Organize and follow up on required tasks and ensure all deadlines are met
11. Undertake any assignments or duties requested by the Lebanon Country Director

**Managerial and Professional Qualifications:**

- Bachelor's Degree in related field or related experience
- Excellent command of languages (Arabic and English, spoken and written)
- Good communication skills
- Excellent computer skills (MS-Office, MS-Project, and Internet Applications).

**Date: 06.02.2012**