

Faith & Development Facilitator (Jenin)

Location: [Europe & the Middle East] [Palestine]

Town/City: Jenin

Category: Christian Commitments

Job Type: Fixed term, Full-time

JOB PURPOSE

The Faith and Development project goal is that “families and communities provide enabling, caring and protective environment for girls and boys, especially the most vulnerable” through the implementation of its project model “Celebrating Families (CF)” that includes conducting workshops for families by community facilitators. The Faith & Development facilitator will be supporting the Faith & Development Project Manager with all required logistics for the workshops implementation and follow up with Celebrating Families facilitators and volunteers for the best implementation of this project.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
60%	Assist in the logistics of the Faith & Development project	<ul style="list-style-type: none"> • Prepare and submit all orders and requisitions for the materials required for the workshops or other project activities. • Prepare payments and ensure all related documents and invoices are available.

		<ul style="list-style-type: none"> • Close all payments on WV's system • Request any new items required for the workshops or any other activities on the WV's procurement system (Provision). • Follow up with the suppliers for the delivery time and location. • Distribute required materials and tools for the workshops or any other activity. • Follow up with hotels or halls for the venue and logistics for the workshops • Arrange and coordinate for the families transportation and movement for the Celebrating Families workshops.
35%	Assist in the coordination work for the implementation of the Faith & Development project	<ul style="list-style-type: none"> • Support in the coordination for the Celebrating Families workshops with the CF facilitators. • Support in the coordination

		<p>for the CF workshops with the community volunteers for the children's sessions.</p> <ul style="list-style-type: none"> • Support in collecting required data and documents (such as attendance sheets and receipt memos) during the CF workshops or any other activity under the Faith & Development project. • Support in collecting data related to the list of direct beneficiaries and indirect beneficiaries from the projects activities
5%	Other	Carry out any other duties assigned by the Faith & Development Project Manager

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> • Minimum 2 years of experience in working with the field in administrative work with national or international NGO. • Experience in arranging and coordinating for meetings and workshops
Required Education,	BA in administration or diploma in secretarial duties.

training, license, registration, and certification					
Preferred Knowledge and Qualifications	<p>Good communications and interpersonal skills</p> <p>Discretion and positive team spirit</p> <p>Dynamic and pro-active in meeting needs in a changing environment</p> <p>Valid driver's license (preferred)</p> <p>Committed to achieve quality results and services</p> <p>Position is based in Jenin</p> <p>Integrity and strong identification with World Vision's Core Values</p>				
Travel and/or Work Environment Requirement	70% office work, 30% field	Physical Requirements		Language Requirements	

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Finance Department	Project administrative work	Weekly, Monthly
SCM department		When required
Technical Leaders	To ensure they are trained and ready to support the technical programme	Monthly
P&C Department	Follow up on plans	When required

Partner

coordination

Weekly

DECISION MAKING

Routine Decisions

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below.

Click [here](#) for a quick overview of our Core Competencies.

? Be Safe and Resilient	? Build Relationships	? Learn and Develop	? Partner and Collaborate
? Deliver Results	? Be Accountable	? Improve and Innovate	? Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

? Model Self-Management	? Engage, Influence, Lead and Grow Others	? Run an Effective and Agile Organisation	? Develop the Organisation for the Future
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APPROVALS

Manager Name: Ayat Abahra

Manager Approval Date: 12/1/2021

P&C Name:

P&C Approval Date: Click or tap to enter a date.

World Vision is committed to the protection of children and vulnerable adults and does not employ staff whose background is not suitable for working with children or vulnerable adults.