



## Information and Reporting Officer Job Vacancy

### Job Overview

The British Council is seeking an enthusiastic and detail-oriented information and reporting officer for the Tajaawob programme, an exciting and innovative civil society programme working with 6 partners to improve relations between Palestinian communities and authorities.

This programme is judged, and compensated on its performance against outputs. This means a close focus on results that require a different kind of oversight, scrutiny and budget management. It therefore requires a different management style from that typically associated with donor-funded programmes in Palestine, with emphasis on detailed collection and analysis of data.

This is a progressive non-traditional role that would suit someone with a variety of analytical and writing skills. The role will suit someone who is quick and hardworking, adaptable and willing to apply their skills creatively to variety of tasks. The main responsibilities will be gathering, analysing and interpreting financial and performance information and turning it into useful management information and communications products for the programme.

The information and reporting officer will be working in a close-knit and flexible team, highly motivated by the potential transformational change in Palestine. The programme is building on early successes of a pilot phase and seeking to consolidate and demonstrate impact in an extension period of 1 year with a view to a defining and longer term future for Tajaawob.

They will in effect be a programme assistant with a focus on managing all the information needs of the programme, acting in a primary role and function to the Programme Manager. There will be scope for growth in this role, both in breadth of scope and in seniority, depending on performance and aptitude.

The main function will be to act as a knowledge hub for the programme, pulling together and disseminating an array of data and information that will inform our learning and decision-making as a team. In a programme that emphasizes the importance of learning by doing, and iterative design, this is a crucial role.

**Core responsibilities:**

1. Maintaining and collecting performance data including gathering feedback from programme beneficiaries.
2. Systematising Monitoring and Evaluation (setting up simple database and reports on performance information)
3. Producing monthly performance report
4. Monitoring project spending, doing first review of invoices, entering financial information on the British Council systems.
5. Producing a simple monthly finance report
6. Supporting production of monthly/quarterly Tajaawob newsletters
7. Keeping Tajaawob's social media regularly updated
8. Coordinating whole team sessions, setting up learning events with communities
9. Coordinating other programme events

**Additional tasks may be required:**

- Representing the programme at meetings with Communities
- Research on campaign and other issues as required
- Producing short summaries of campaigns/success stories
- Contributing content for Tajaawob's communications channels
- Contributing to quarterly reports and brochures on Tajaawob activities and campaigns

**Role requirements**

- Graduate level education (arts, sciences, or finance)– or otherwise evidence of strong analytical skills
- Evidence of strong team-working, ability to be adaptable, learn fast
- Evidence of ability to collect and organize data and attention to detail
- Strong ICT skills – ability to set up basic databases, and use excel and other desktop products to produce management information
- Evidence of ability to use social media for promotion of information and campaigns.
- Fluent in English and Arabic
- Good writing skills
- Ability to travel in West Bank and ideally also to and from EJ

**Reporting**

This successful candidate will be employed based on a 1-year fixed term contract. The information and reporting officer will be reporting to the Tajaawob Programme manager. They will also be responsible for producing data and information to other team members through the PM, such as the Communications lead and the Evaluation and Learning lead.