



Twinning Project Reference Number: PS 21 NDICI ST 02 25  
“Enhancing the Palestinian National Statistical System  
by Keeping Pace with New Developments”

## JOB VACANCY

### 1 FULL-TIME PROJECT/RTA ASSISTANT

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| Duty station:                  | Palestinian Central Bureau of Statistics (PCBS)<br><u>Address:</u> Ramallah City, Ein Munjed Quarter, Tokyo St. opposite to UN premises and Ramallah Cultural Palace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Sector:                        | EU Twinning Project - Project management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Start:                         | The indicative starting date is December 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Contractual nature of the job: | Full-time position, with working hours from 8:00 AM to 3:00 PM, Sunday to Thursday, unless otherwise agreed with the Resident Twinning Adviser (RTA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Duration:                      | The contract will begin on the date of signature and will remain valid for the entire implementation period of the twinning project (until 14 October 2028, unless specified otherwise, with a 3-month probation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Background:                    | <p>The EU Twinning Project is funded by the European Union, with Istat – the Italian National Institute of Statistics as the MS Lead Partner. The project is implemented in partnership with the State Data Agency (Lithuania) Statistics Finland (Finlandia) as MS Junior Partners and the Italian Geographical Society (SGI) as technical partner and responsible for the project financial management.</p> <p>The objective of the project is to strengthen the Palestinian National Statistical System (PNSS) as the authoritative and trusted source of data, thereby empowering informed decision-making across all sectors in Palestine. The Palestinian Central Bureau of Statistics (PCBS) is the beneficiary institution.</p> <p>The Resident Twinning Adviser (RTA), a full-time SGI official seconded to Palestine, is in charge of day-to-day implementation of the project, working in close collaboration with her Palestinian counterpart and under the coordination of the MS Project Leader based in Italy.</p> <p>To support this work, the RTA is expected to be assisted by an RTA Assistant (project administration and coordination)</p> |

#### **RTA ASSISTANT- Job Description**

Under the direct supervision of the Resident Twinning Adviser (RTA), the incumbent will provide comprehensive secretarial and administrative support to the project, assisting the RTA, MS Project Leader (PL), and Short-Term Experts (STEs) in the planning and implementation of all related activities.

#### **Key responsibilities include:**

- Support the RTA in her/his duties of general daily management
- Assist in implementing and applying project procedures
- Support communication and coordination with the Partner Administration, relevant public



institutions, and project stakeholders

- Organize meetings, expert missions, trainings, workshops, steering committee meetings, and other project events. Draft minutes and related documentation for meetings and events
- Assist the MS PL and the RTA in preparing and editing project reports (monthly, quarterly, final) and coordinate their dispatch to Member State partners
- Arrange travel and logistics for visiting experts, as needed
- Maintain a well-organized filing system for all project documents and manage distribution lists for publications and newsletters
- Overall management of local office administration and assistance in handling supporting documentation (e.g. mission certificates, receipts/invoices for local expenditures, lists of participants in trainings or events, etc.).
- Support the RTA in organization and management of project communication (web site, business cards, project logo, brochures, pamphlet, information documents, etc.) and of project visibility (organization of workshops, seminars, study tours, visibility events etc.)
- Edit and translate project materials in both English and Arabic, and provide interpretation services (English/Arabic), if required
- Support media outreach, and manage social media channels (if required)
- Oversee general office tasks, monitor correspondence, and ensure confidentiality in all project-related matters

Candidate profile:

**Required qualifications:**

- University degree in international relations, administration, management, or a related field
- Fluent in written and spoken Arabic and English
- Excellent abilities in drafting documents in both languages
- Strong organizational and analytical skills, with the ability to work independently
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work fairly independently as well as part of a team and be initiative and flexible
- Ability to multitask and work under pressure
- Capability to translate and interpret between Arabic and English

**Preferred Qualifications:**

- Previous experience in EU funded projects/international projects or public administration
- Awareness of EU institutions and policies
- Experience in managing social media **and** ability to create visual materials
- Basic knowledge of official statistics or some familiarity with the Palestinian statistical system

**Further requirements:**

- Palestinian nationality
- Applicants may not have or recently have had any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring



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| <p>How to apply:</p> | <p>Interested candidates are invited to submit the following documents no later than <b>05 December 2025</b>:</p> <ol style="list-style-type: none"> <li>1. A CV in Europass format</li> <li>2. A motivation letter in English</li> </ol> <p>By email with subject “TWINNING PS – RTA-ASSISTANT”_(<i>Full Name</i>) to:<br/> urs.stat@societageografica.it (Resident Twinning Advisor)<br/> grsanna@istat.it (Project Manager)<br/> urs.adm@societageografica.it (SGI Administration)</p> <p>Applications received after that date will not be considered. Only Shortlisted candidates will be invited to attend an interview.</p> <p>Provisional planning of the interviews is <b>15-17 December 2025</b>.</p> <p>Interviews are expected to be conducted online and in Ramallah, at PCBS premises (Ramallah City, Ein Munjed Quarter, Tokyo St. opposite to UN premises and Ramallah Cultural Palace).</p> |
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