



## Bethlehem Municipality Reinventing public spaces in Bethlehem

### **JOB OFFER: PROJECT COORDINATOR FOR 24 MONTHS**

Bethlehem Municipality (BM) has received a Grant from the French Agency for Development, through Paris Municipality, for the project of "Reinventing Public spaces in Bethlehem".

Bethlehem Municipality invites highly qualified candidates to apply for the following post:

Job Title: Project Coordinator  
Accountable to: Planning and Development Department  
Location: Bethlehem Municipality  
Closing Date: Monday - July 15, 2019

Qualifications and duties:

1. Bachelor Degree in relevant disciplines such as public administration, urban planning, architecture, etc. Master degree is preferred.
2. Fluency in Arabic and English Languages, writing, reading and conversation. Skills in French would be a plus.
3. Wide range and good experience with project implementation and coordination (minimum 5 years);
4. Good understanding of urban development issues, urban planning and mobility.
5. Ability in proposal writing.
6. Interest in participatory process and innovative ways of reinventing the City ;
7. Experience in working with international partners;
8. Good knowledge in budget and finance monitoring;
9. Good knowledge of local authorities and public administration;
10. Computers skills : Microsoft software and especially excel;
11. Excellent interpersonal skills, curiosity, adaptability, capacity to analyze and synthesize.
12. Excellent writing skills;
13. Ability to work effectively under pressure and outside the official working hours.
14. Priority is given to the applicants of the citizens of Bethlehem.
15. Those interested can receive the needed documents and the application form from the citizens service center starting from Monday 01\07\2019, and return them to the citizens service center no later than Monday 15\07\2019.

For further Information, Please contact: Bethlehem Municipality.  
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Arch. Ziad Alsayeh 0592980028

Adv. Anton Salman  
Mayor of Bethlehem