

Order of Malta Jordan NGO is currently selecting a candidate for the role of **Administrative Officer**.

Work Location: Jordan – Amman (Headquarters) with frequent travels within the country.

Duration: 24 months

Contract type: To be defined

Start date: To be defined

Application deadline: 3 February 2025

Organization Description:

The Sovereign Order of Malta - SMOM is one of the oldest institutions of Western and Christian civilization. A lay religious order of the Catholic Church since 1113 and a subject of international law, the Sovereign Order of Malta has diplomatic relations with over 100 States and the European Union, and it has Permanent Observer status at the United Nations. It is neutral, impartial and apolitical. Today, the Order of Malta is active in 120 Countries caring for people in need through its medical, social and humanitarian works. Day-to-day, its broad spectrum of social projects provides constant support for forgotten or excluded members of society. It is especially involved in helping people living in the midst of armed conflicts and natural disasters by providing medical assistance, caring for refugees, and distributing medicines and basic equipment for survival. It is dedicated to the preservation of human dignity and the care of all those in need, regardless of their origin or religion. The activities of the Order of Malta in Jordan, carried out by the Sovereign Order of Malta Jordan Non-Governmental Organization, focus on different fields all aimed at granting the support of those most in need. It pursues its institutional and operational activity through the Diplomatic support of the Embassy of the Sovereign Military Order of Malta to Jordan and it is specialized most of all in the health field. The International cooperation programs are designed to provide specialized care, medical education and training with full respect to the laws and to the regulations of the Hashemite Kingdom of Jordan and will not allow its staff to engage in any activities which might disturb the peace, stability and public order or undermine national security, unity, culture and tradition of Jordanian society. Programs engage exclusively in the type of activities that have been authorized for the social welfare and public interest. It refrains from engaging in any profit-making activities and any political activities consistent with its declared humanitarian objectives and social development.

Project:

The ACCESS project, funded by AICS – the Italian Agency for Development Cooperation – and in which Order of Malta Jordan is a partner, has the dual objective of improving access to assistance and basic healthcare services for children and young people with neuro-psychomotor disabilities and their families, as well as promoting the rights, dialogue, and social inclusion of vulnerable and disadvantaged individuals belonging to the Christian communities in six governorates in Jordan (Amman, Mafraq, Zarqa, Ajloun, Aqaba, and Karak). The equipping of six primary healthcare centers and the establishment of an orientation and information service through the creation of a hub managed by trained and specialized operators helps to expand and strengthen the provision of rehabilitation services, improving health conditions and fostering social inclusion and empowerment of beneficiaries.

Role Description:

The Administrative Officer will be responsible for the administrative, accounting, and financial management of an international cooperation project in Jordan. The role requires close collaboration with both the local and international teams, ensuring compliance with the project and donor regulations and procedures.

Main Responsibilities:

- Manage the accounting of the project, including the recording and monitoring of expenses.
- Prepare periodic financial reports according to donor requirements.
- Supervise administrative and accounting procedures in compliance with local and international regulations.
- Support in preparing and monitoring project budget.
- Coordinate with suppliers, local partners, and other stakeholders on administrative matters.
- Support the logistical organization of project activities.

Required Qualifications:

- Degree in Economics, Administration, or related fields.
- At least 3 years of experience in administrative roles, preferably in international cooperation projects.
- In-depth knowledge of the local Jordanian context.
- Excellent knowledge of Arabic (written and spoken).
- Excellent knowledge of English and/or Italian.
- Proficiency in management software and accounting tools.
- Ability to work in multicultural teams and under pressure.

Preferred Qualifications:

- Work experience in Jordan or in the MENA region.
- Knowledge of administrative procedures for international donors (e.g., EU, UN).
- Skills in logistics management and procurement.

What We Offer:

- Fixed-term contract according to local laws and/or agreements with the organization.
- Remuneration based on experience and role.
- Professional growth opportunities in a dynamic international environment.

How to Apply:

Send your updated CV and a motivation letter (both in English or Italian) by **3 February 2025** to info@orderofmaltajordan.org . Please indicate in the subject line: "**Application for Administrative Officer Jordan _Name and Surname.**"

Note: Order of Malta Jordan will select candidates based on professional qualifications without discrimination and is committed to providing an inclusive work environment that respects its organizational values of cooperation, respect, consistency, professionalism, and creativity. Shortlisted candidates will be invited for an interview at the SMOM Jordan office (Amman) or online. Order of Malta Jordan reserves the right to close the selection earlier if a suitable candidate is identified.