Position: Project Officer

Organization: Aflatoun International
Location: Amsterdam, Netherlands
Job type: Full time
Comment: Inclusive of pension, health insurance, holiday allowance and national insurance contributions

Valid work permit and/or European passport is required in order to be considered for the position.

The Organization

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurial education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula, for different age groups, which are contextualized to local needs and specific circumstances, and are implemented by over 300 partner organizations in 100+ countries, reaching 8.6 million children (2018).

Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities, to play games and to solve problems. They learn how to save, how to budget and how to set up social and financial enterprises that benefit themselves, their families and their neighbourhoods.

Aflatoun has been recognized globally (Brookings and Harvard) for its high-impact, low-cost model, which has demonstrated to be effective in changing behaviors of its participants across the globe. By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organizations, helping them to enhance their existing expertise and to create an efficient learning ecosystem. Aflatoun’s programmes follow an active-learning, participant-centered methodology, which combines social and financial education to transform the lives of their participants, educators, civil society organizations and other NGOs.

Aflatoun International has been ranked at the 25th place in the NGO world TOP500 by Global Geneva, a non-profit platform.

Aflatoun has a multidisciplinary team of professionals. We are now looking for a dedicated and enthusiastic Project Officer- Quality Assurance to join us in our mission.

Position

The Project Officer is responsible for supporting the projects within the programmes department by conducting research and needs assessments, writing reports, contextualization and reviewing the curricula, facilitating workshops and supporting the different activities of the projects.

Key Responsibilities:

- Conduct desk research and needs assessment.
- Writing reports.
- Reviewing and contextualization of the developed content
- Testing curriculum and tools and incorporating the stakeholders feedback
- Quality assurance of the projects deliverables.
- Supporting the Programme and Curriculum Managers in the work related to the specific projects.
- Quality assurance of all curriculum and training content.
- English/Arabic Translation and proofreading
Co-training and facilitating workshops
Conduct additional tasks assigned by the organization

**Required Skills & Qualifications**

- Master’s degree in a relevant field.
- At least 3 years work experience
- Excellent planning and organising skills
- Excellent Research skills
- Excellent verbal and written communications in English and Arabic. Arabic language proficiency is a requirement for this position. Knowledge of French is advantageous.
- Cross-cultural competency to engage with diverse populations
- Strong interpersonal, partnership-building and collaboration skills
- Proficient in use of Microsoft Office 365 (Knowledge of Adobe design software is advantageous; Photoshop, InDesign, Illustrator)
- Motivated, energized and excited to work for the mission of the organization
- Positive, can-do approach to overall work and challenges

**Conditions of Employment**

The position is for a fulltime workweek (40 hours). We offer a dynamic and pleasant multicultural working environment, with an indicative gross yearly salary range of € 2401- €3133 (inclusive of pension, health insurance, holiday allowance and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background.

**Valid work permit and/or European passport is required in order to be considered for the position.**

**Reaction**

Please send your CV and cover letter to jobs@aflatoun.org with the Subject: **Project Officer**. Application, no later than 12 June, 2020. If you have any specific questions on the position please contact the HR Officer Chitra at chitra@aflatoun.org.