



**CARE International in the West Bank & Gaza
Vacancy Announcement**

CARE International seeks experienced and committed professionals to fill vacant positions to support its operations in **Ramallah**

1. Accountant	Job# 13/2010
Duration:	<i>Regular</i>
Required Education:	Bachelor's Degree in Accounting or Finance or equivalent combination of education and experience.
Required Experience:	Two years of experience in accounting, auditing, and dealing financially in USAID, ECHO and EC regulations. Experience in budgeting and budget monitoring. Extensive experience in analyzing and applying differing requirements and regulations.
Technical Skills:	Good written & verbal communications in Arabic & English. Good computer skills in MS Word, Excel spreadsheets, internet and database software programs relating to accounting
2. Office Clerk - Driver	Job# 14/2010
Duration:	<i>One year renewable</i>
Required Education:	Two years of post secondary education (such as secretarial training) or combination of experience and education.
Required Experience:	Two years prior office and driving experience.
Technical Skills:	Good written & verbal skills in Arabic, English, and Hebrew. Good computer skills in MS Word, Excel and word processing. Possession of a valid Israeli driving license.
<i>The full job descriptions and the positions' educational technical and experience requirements are available on CARE WBG's website: www.carewbg.org</i>	

Only applicants who have the required qualities, experience, and skills will be considered.

Interested applicants must include:

- a. A resume
- b. A cover letter explaining their suitability for the position.

Please submit your application by e- mail to carejobs@carewbg.org to the attention of the HR Department **no later than Saturday, March 6, 2010** and include the Job number **(13/2010)** or **(14/2010)** above in your email subject and cover letter. Applications received after this date or that do not meet the qualifications above will not be considered.

Confirmation of receipt of your application will be provided automatically. If you do not receive confirmation please resend your application.

****CARE International promotes the principle of Equal Opportunity for all****

Only short listed candidates will be contacted