

Vacancies Announcements

February 2010

Introduction

Work without Borders Company (WWB) is an innovative initiative aims primarily at providing job opportunities for qualified Palestinians living inside Palestine applying the system of remote working. The idea of the company is based on providing a wide range of services executed by Palestinian skilled graduates who are marked by creative and distinctive abilities. The duties are performed through remote working for the companies and firms that are outside the Palestinian territories. This process goes through the main head quarter of the company in Britain and the centres of the company in Jerusalem, Nablus and Gaza as the company works through four main departments.

Available Jobs:

1. Architect

- Five years experience.
- Five years experience in design, design development, and presentation
- Good in detailing design and reviewing shop drawings.
- Can review and coordinate with structure and MEP.
- Professional in AutoCAD, Architectural Revit.
- Additional skills: 3D Max, Photoshop, Maya.
- Ability to work as a team and under pressure
- Good command in English (spoken and written).

2. Web Designers

WWB is considering the selection of a highly qualified web designer to be a part of its web and software development team.

Duties and Responsibilities:

- Design of new layouts and re-design of existing web pages to meet requirements.
- Producing customized graphic requests.
- Creating and modifying digital images and Flash animations.
- Providing insights to determine nature and content of designs.
- Providing creative and functional design solutions.
- Handling multiple projects with tight deadlines.

Essential Required Qualifications, knowledge and Competencies:

- At least a Diploma in graphic design and multimedia or any other related field.
- At least 3 years of applied experience in subject related to the field of the assignment.
- Excellent knowledge in using Adobe Photoshop, Illustrator, Flash and Dreamweaver.
- Grasp of graphic design principles.
- High level attention to detail.
- Expertise with Action script programming.
- Experience with web page design (HTML, XHTML, CSS, Java Script)
- The ability to work in a team and under pressure.



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Additional assets:

- Knowledge in PHP and/or ASP.NET is a definite asset.
- Use MS Office word, excel, access and project.
- Good English language capabilities.

3. Proposal Writers

- This position requires an individual with excellent technical writing skills
- The position would require an understanding to the proper management methodologies.
- The ideal candidate would have experience working on a government proposal, including writing management Plans, Technical Approach, Corporate Capability Statements and Customization of Resumes per RFP requirements.
- This candidate must be reliable and able to make meet deadlines without excuses and with high quality product.
- The candidate will interact with members of the project team and will be required to review and search for topic information either directly in our corporate repository of documents, or be versatile enough to leverage only searches using Google and other methods.
- The ideal candidate would have experience in either Project Management or as a Developer, or potentially both.
- Well written English is a must as is experience working with complex Word Documents that include headers, footers, indexes, tables of contents and section outline numbering.
- Experienced individuals only please. These require a quick ramp up time so we are not looking for inexperienced people to train, but rather experienced people that may bring additional value to our team or our processes.
- This may optionally evolve into a regular contract position or potentially a permanent position.
- Write and edit proposal documents, and write and edit technical approaches.
- Maintain accurate files and research material on potential new donors and sponsors.
- Excellent translation skills (Arabic/English)
- Accuracy and attention to detail in all areas of work.
- Innovative and creative thinking.
- Ability to work under pressure to ensure all work processed to meet tight deadlines.
- Initiative to make and resolve decisions.
- Easily adapted to PC application with high performance in most of common applications.

Place of work:

Successful applicant will be working at Our offices in Gaza, Nablus and Jerusalem.

Schedule:

Full-time.

Submitting:

Interested individuals are invited to sign-in as a job seeker in our website (www.palwork.net)

First you build your profile and upload your CV and samples of previous work (portfolio).

Then you can submit the job.

Deadline

18th of February 2010