****

|  |  |
| --- | --- |
| **Job Title** | Community Programme Manager, West Bank |
|  |  |
| **Location** | West Bank |
| **Mission** | Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Lebanon. |
| **Job Purpose**  **Hours**  **Salary** | To take the lead on the development, implementation and monitoring of MAP’s community programme in West Bank in accordance with a rights based and inclusive approach and MAP’s organizational priorities.    Full Time  ILS 113916 |
| **Reporting to** | West Bank Director |
| **Responsible for** | Community Programme Officers |
| **Key internal relationships** | West Bank Director, Community Programme officers, Finance and Admin manager and officers, Procurement officer, Fundraising and Advocacy team in UK |
| **Key external relationship** | MAP partners, INGOs,relevant clusters and global working groups |
| **Contract** | Fixed Term, One Year |

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**Duties and key responsibilities:**

* **Programme Management**
  + Managing MAP’s community based programme, ensuring objectives are achieved, financial procedures are strictly adhered to, budgets are closely monitored, and financial and narrative reports are produced as required
  + Take the lead on the provision of technical support and training to local community partners/community-based organizations in order to ensure effective programme implementation and monitoring, in line with MAP’s standards.
  + Lead the community team to identify, design and develop new project proposals and concept notes in line with MAP’s strategic objectives
  + Ensure that the community programme budget is allocated properly, monitor the spend and ensure the timely reporting of the expenditures.
* **Monitoring and evaluation of MAP’s community projects**
  + Work closely with the Programme Manager in MAP’s London office to lead effective monitoring and evaluation of MAP’s implemented projects, development of ToRs for internal and external evaluations
  + Provide support to the West Bank based Community Programme Officers in the M&E activities including M&E Plans and tools in line with MAP PMEAL Strategy
* **Partner development**
* Support Partner organizations to develop their polices including the safeguarding policy
* Ensure that Partner organizations have functional beneficiary feedback mechanisms and a well-developed complaint response mechanism
* Ensure that partner organizations are aware of the Core Humanitarian Standards and working with MAP to meet these standards.
* Identify key gaps, weaknesses and risks within Partner organizations and accordingly develop capacity building plan
* Support Partner organizations to work for disability inclusion and gender mainstreaming
* **Line management** 
  + Developing and providing support to the Community Programme Team through effective line management, training and development, mentoring, performance appraisals.
* **Coordination and collaboration with external stakeholders**
  + Establishing and maintaining good working relationships with local community-based partners and other key stakeholders including international NGOs, UN organizations and global working groups for the development, implementation and coordination of MAP community programme.
  + Representing MAP with local partners and externally as required.
* **Coordination and collaboration with Internal stakeholders**
  + Supporting the West Bank Director to review MAP’s strategy in West Bank, develop MAP’s annual operational plan and update risk register.
  + Supporting MAP’s fundraising and communication needs and liaising with key stakeholders in order to identify and secure institutional funding for MAP’s community-based programmes

**General Responsibilities**

* Support the mission, ethos and values of MAP.
* Carry out other associated duties as may arise in line with the broad remit of the position.
* Support and promote diversity and equality of opportunity in the workplace.
* Work collaboratively with others in all aspects of our work.
* Maintain and improve competencies through continuous professional development.
* Abide by organisational policies, codes of conduct and practices.
* Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

**Person Specifications**

***Experience***

* Minimum of 5 years of experience working in development programming
* Proven track record working collaboratively with civil society, communities, local NGO partners and Ministry officials
* Substantial experience of project management including project design, planning, monitoring and evaluation
* Experience in management of donor grants and project budgets
* Experience in disability inclusion
* Experience in managing staff

***Skills and abilities***

* Self-starter, able to work alone or as part of a team
* Good project management skills including drafting proposals, reports and conducting monitoring and evaluation of health projects.

***Knowledge***

* Master’s Degree in public or community health, development or other related field; first degree in health-related subject desirable
* Excellent communication and interpersonal skills
* Excellent written and verbal communication skills in both English and Arabic
* Good IT skills particularly in Word and Excel.

***Personal attributes and other requirements***

* Committed to MAP’s aims and values
* Driving license for West Bank
* Ability to travel in and outside West Bank