**JOB DESCRIPTION**

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| **Job Title** | Programme Officer |
| **Location** | Ramallah, 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 Palestinian refugee camps of Lebanon. |
| **Job Purpose**  **Hours**  **Salary** | The purpose of the post is to assist the senior programme officer in project formulation, monitoring and evaluation of projects, and capacity building activities conducted by MAP and partners.    Fulltime  ILS 93,324 |
| **Reporting to** | DoP-WB (for MOH Projects mostly) |
| **Key Internal**  **Relationships**    **Key External**  **Relationships**    **Contract** | Director of Programmes in West Bank (DoP – WB); staff in West Bank, and London offices.  MAP’s partner organisations, ministry of health, MAP donors and visitors from the UK, other Health local and international NGOs  7 Months (Maternity Cover) |

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.

**1. Duties and key responsibilities**

1. **Project formulation**

* Assist needs assessments conducted by the West Bank Programme
* Assist in the identification of potential new projects, areas of intervention, and fundraising opportunities
* Assist DoP in verifying the information provided for projects submitted for approval with partners and target communities, assessing the degree of participation and ownership
* Assist the DoP in developing new project concept notes, as well as project log frames and budgets
* Support the DoP in preparing the documentation required for grant approval and disbursement of funds
* Assist in drafting partner’s agreements and in any due diligence processes needed for partners

1. **Project monitoring and evaluation**

* Conduct the field visits to partner organizations, target communities and their approved interventions and compile the relevant field visit reports in relation to an identified monitoring plan
* Provide inputs for quarterly reports and other internal reports
* Assist in the implementation of the partners’ action plans, review achievements and constraints and provide feedback to the DOP accordingly
* Assist in the implementation of the partners’ procurement plan
* Identify bottlenecks or problems at the field level, report them and advance possible solutions
* Assist the DoP in preparing inception reports, work plans and regular donor progress and impact reports for projects
* To follow-up, the already identified risks in the area of projects implementation and identification of new ones
* Assist the DoP in monitoring the timely submission, accuracy, and completeness of quarterly narrative and financial reports of MAP implementing partners and provide on-going training for partners on reporting.
* Support the DoP in keeping monitoring sheets updated
* Work closely and carry out other duties as requested by DOP within the scope of this position

1. **Capacity building**

* Contribute to the identification of partners’ capacity development needs
* Assist in facilitating and monitoring capacity building activities conducted by external consultants
* Support the DoP in developing mission itineraries and facilitate the logistics for the scheduled medical missions
* Assist in the evaluation and documentation of capacity building activities for partners
* Assist in delivering safeguarding training and core humanitarian standards training for partners

1. Operational Support

* Assist in permit for WB MAP staff and visa applications for visitors and students or doctors from MAP partner organizations
* Support the preparation and the submission of paper work necessary for permits applications for MAP staff and follow up and documentation of permit issuing

Other responsibilities:

* Support MAP’s Fundraising and Communication teams with producing case studies and other information materials illustrating MAP’s work
* Support and facilitate visits by MAP’s HO staff, management, trustees, patrons and donors
* Attend interagency coordination meetings and forums as agreed with DoP
* Contribute to the formulation of strategic and operational plans for the West Bank programme

**2. 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.
* Represent and be an ambassador for MAP.
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
* Maintain and improve competencies through continuous professional development.
* Abide by organizational 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 SPECIFICATION**

# *Experience*

* At least 4 years’ work experience in development and humanitarian aid.
* Experience of project cycle management including project design, planning, monitoring and evaluation and reporting.
* Experience in INGOs, and working with volunteers and/or foreign delegations, is desirable.
* Capacity Building experience for partner NGOs, is desirable.
* Health related project management experience, is desirable

# *Skills and abilities*

* Familiarity with granting mechanisms and the work of INGOs
* Excellent project management skills including drafting proposals, reports, conducting monitoring, and evaluation of health projects
* Good understanding of budgets and monitoring of expenditures and reviewing of financial reports of partners
* Good interpersonal, communication and networking skills and the ability to work successfully with multiple external and internal partners
* Good written and verbal communication skills in both English and Arabic
* Competent in basic IT skills, specially Excel spread sheets
* Organised self-starter, able to work alone or as part of a team
* Valid Driving license and prepared and able to travel frequently around the West Bank

# *Education/training*

* A good first degree in public health, management, business, international development, or a related subject

***Personal attributes and other requirements***

* Commitment to anti-discriminatory practice and equal opportunities.
* An ability to apply awareness of diversity issues to all areas of work.
* Commitment to the values and ethos of MAP.
* Able to work flexibly in emergencies and otherwise.