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**JOB DESCRIPTION**

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| **Job Title** | Medical Programme Manager |
| **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** | To support the development, implementation and monitoring of MAP’s emergency and medical training projects in WB in accordance with organisational priorities and under the supervision of Director of Office WB.  Full Time |
| **Reporting to** | WB Director |
| **Responsible for**  **Internal relationships**  **External Relationships**  **Contract** | Programme officer/s  Programme Officers, Programme Assistants, Finance Department and procurement, Advocacy Department and Fundraising Department  MOH,EJHN, INGOs, UK based partners, relevant clusters and global working groups  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**

* Identify the health needs of the population in WB and design appropriate projects in line with MAP’s programme strategy including development of initial ideas, facilitating links with local hospitals and local government officials in order to agree on programmes.
* Managing MAP’s Medical capacity building projects including development of work plans, monitoring tools and ongoing assessment to feedback into the programme design.
* Managing MAP’s emergency projects ensuring objectives are achieved, financial and procurement procedures are strictly adhered to, budgets are closely monitored and financial and narrative reports are produced as required.
* Overseeing the delivery and release of MAP emergency items to the hospitals and community.
* Supervision of programme officer/s, (involving management, training and development, mentoring, performance appraisals etc.)
* Establishing and maintaining good working relationships with local hospitals, international NGOs, UN organizations and global working groups for the development, implementation and coordination of emergency and medical capacity building activities.
* Working with MAP colleagues and partners to identify, design and develop new project proposals and concept notes.
* Supporting WB Director to develop MAP’s annual operational plan for the West Bank ensuring compliance with programming policies and procedures.
* Supporting MAP’s fundraising and communication needs and liaise with key stakeholders in order to identify and secure institutional funding for MAP’s emergency and medical capacity building programmes
* Representing MAP with local partners and externally as required.

**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 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 SPECIFICATION**

**Experience**

* Minimum of 5 years of experience working in emergency and/or developmental medical/ health programming
* Demonstrated experience of at least 3 years working with INGOs/NGOs particularly health related organisations in a similar position
* Experience in project management, logical framework, M&E tools
* Familiarity and experience with working collaboratively with several stakeholders such as civil society, communities, local NGO partners, Ministry of Health hospitals, East Jerusalem hospitals, UN agencies and Ministry officials.
* Experience in management of donor grants and project budgets
* Experience of project management including project design, planning, monitoring and evaluation and reporting

**Skills and abilities**

* Open minded, self-controlled, self-learner and flexible
* Ability to manage budgets, understand financial accountability procedures, and logistics
* Planning, assessment and analytical skills
* Ability to work under pressure and under difficult circumstances and occasionally during the weekend
* Diplomatic and sensitive to cross-cultural issues
* People management skills
* Skilled in developing and implementing security guidelines

**Knowledge**

* Excellent reporting skills both narratively and financially
* Excellent communication skills in English and Arabic
* Very good IT skills including excel and spreadsheets

**Education/training**

* Master’s Degree in public health, health management, development or other related field
* First degree in health-related subject desirable

**Personal attributes and other requirements**

* Tact, polite, and able to handle difficult situations and solve problem
* Understand the work of MAP and commitment to our mission and services
* Valid West Bank Driver’s License
* Ability to travel around, and in and out of West Bank