



JOB DESCRIPTION

Position: IsraAID Puerto Rico Head of Mission

Contract type: Full-time employment

Location: Puerto Rico

Starting date: Immediate

Duration: 1 year (with a possibility to extend)

SUMMARY

IsraAID is looking for a Head of Mission to lead the organization's emergency response in Puerto Rico. This position is an exciting opportunity to get hands-on experience in non-profit project management, and lead innovative grass-roots activities in the field. The ideal candidate will combine experience in humanitarian aid and management/administration, and have a passion for working in development settings.

CONTEXT

IsraAID is a non-profit, non-governmental humanitarian aid agency dedicated to supporting populations in crisis while providing long-term sustainable programming and solutions. Founded in 2001, the organization has responded to crises in over 40 countries around the world. Today, its operations span lays across 18 countries, providing support in different areas of expertise; WASH (Water Sanitation and Hygiene), PSS (Psychosocial Support), Medical response and more.

IsraAID's Emergency Response team arrived in Puerto Rico on September 27th, 2017, after the devastating Hurricane Maria struck the island of Puerto Rico – the most powerful storm to hit the US territory in nearly a century. At least 13 people were killed, almost 700 people were rescued from the resulting floods, and much of the island's infrastructure and buildings were damaged. Much of the island's electricity and telecommunications systems were destroyed, and there are growing fears for the elderly and other vulnerable communities.

SPECIFIC RESPONSIBILITIES

Country vision and Strategy

1. Identify, reach out and create collaboration with partners in line with the country's vision as academies, international platforms, Community Based Organization etc.
2. Provide leadership in the development and implementation of IsraAID's programming in line with the country's strategic plan, and develop methodological and technical support to ensure use of participatory methodologies, human rights and social exclusion frameworks.
3. Oversee the dissemination of IsraAID's mission and core values and principles at the country level and lead, coordinate and mentor the country programme and its staff in line with the country strategy and philosophy.



4. Stay up-to-date on socio-economic and political changes in country related to IsraAID's mandate, undertake timely strategic review of IsraAID's program strategy to respond to a rapidly changing environment.
5. Provide on-going support, monitoring and evaluation to IsraAID's programs and existing projects, coordinate programme reviews, evaluations, and follow up on the implementation of evaluation findings.
6. Coordinate the production of timely quality program reports in line with IsraAID's established policy.

Human Resource Management and Staff Development

1. Provide leadership support to IsraAID Puerto Rico staff and promote best practices in human resources management
2. Maintain effective and appropriate staff recruitment, orientation, appraisal, remuneration and development practice at all levels to ensure the optimum utilisation and development of IsraAID's human resources.
3. Provide coaching and mentoring advice to staff when necessary and lead initiatives to develop staff capacity

Funding and Grants Management

1. Develop networks and partnerships with national/regional/international institutions in country, and promote collaboration and funding.
2. Spearhead a funding strategy that maximises and increases the external funding base, staying up to date on donor trends, and ensures adherence to funding and donor requirements.
3. Oversee the production of quality proposals and respond to call for proposals
4. Facilitate and coordinate donor visits, donor meetings, discussions and evaluations as necessary

Financial and Administrative Management

1. Ensure that all financial and administrative procedures are in accordance with IsraAID's established policies and maintain the financial and legal integrity of the organisation.
2. Prepare and implementation and review of the annual {country} country budget.
3. Provide progress and financial reports as required by the government and IsraAID HQ, as well as accountability procedures as required by other organisations.
4. Ensure the preparation, accuracy and timely submission of financial reports that comply with grant or contract agreements.
5. Check and verify all inventories and promote efficient and effective management of organizational assets.



Security and Risk Management

1. Be fully accountable at country level for emergency and risk management, keeping abreast of all relevant developments in the country, and maintain regular communication with national and international security institutions.
2. Develop and maintain appropriate contingency plans for all kinds of emergencies

Corporate leadership

1. Ensure staff are continuously engaged and aligned with IsraAID's global vision, mission, values, strategic directions and business plan
2. Actively contribute to IsraAID's reputation and role as a national, international and regional organisation.
3. Maintain regular communication with IsraAID-Israel HQ and other IsraAID branches, as appropriate.
4. Provide inputs to IsraAID international activities as and when required, participate in task forces, training courses and conferences.
5. Promote IsraAID's organizational identity, culture and capacity to all stakeholders and partners in Germany and ensure IsraAID remains relevant to the changing humanitarian and development needs in the country.

ESSENTIAL SKILLS, KNOWLEDGE, AND COMPETENCIES

- Professionally fluent or native speaker English.
- Significant experience in an equivalent position in a development or humanitarian organisation.
- Practical experience in program design, implementation, and monitoring and evaluation, in line with the needs and challenges of donor and contract management and the implications for programme management.
- Demonstrated leadership skills and experience managing complex teams
- Proven ability to work independently in a changing environment
- Substantial experience in the financial management of significant budgets
- Proven expertise of leading in fundraising, seeking and securing new donors, successful proposal writing, management of grants
- IT literate (Microsoft and finance packages).

CONDITIONS

1. Based in Puerto Rico
2. Paid
3. Must have US passport or valid work permit in the US

To apply for this position, please send a resume and cover letter hr@israaid.org

We regret to inform that only shortlisted candidates will be notified.