



## JOB DESCRIPTION

**Position: Regional Director**  
**Contract type:** Full time position

**Location: Tel Aviv**  
**Starting date:** January 2019  
**Duration:** 2 years

### SUMMARY

The position provides the appropriate candidate the opportunity to support the growth of field programs and operations at IsraAID, an Israel-based, international, non-profit, non-governmental humanitarian aid agency. As a key member of IsraAID's programs department, the role combines the supervision and management of field operations with departmental and organizational development. In line with IsraAID's global strategy, the programs department aims to build the vision of field offices, guiding the development and implementation of global programs while providing supervision of ongoing programs and operations in the field.

### GENERAL RESPONSIBILITIES

1. Accompany and oversee the development and implementation of programs in IsraAID's missions within region of responsibility.
2. Accompany IsraAID country representatives in their efforts to accomplish IsraAID's humanitarian mission in the region, including operational support and capacity building activities.
3. Support HQ departments in their activities in conjunction with the regional country operations.
4. Take active part in the development of the department's capacity and proficiency.

### MINIMAL REQUIREMENTS

1. MA in international development/humanitarian aid studies/emergency response studies/public health/migration studies or related discipline.
2. At least 5 years of experience in international development/humanitarian aid.
3. At least 2 years of working experience in non-governmental organizations.
4. At least 2 years of management position experience in international development field operations.
5. Proven experience in budget and accounting management.
6. Proven experience in leadership of admin and legal operational requirements.
7. Establishment of international operation/NGO/programming – advantage.
8. Languages: proficiency in English. Hebrew/French/Spanish – advantage.
9. Valid Israeli work permit.

### TERMS AND CONDITIONS

1. Approx. 2-3 trips per year in accordance to field needs.
2. Position length -2 years.

Email [hr@israaid.org](mailto:hr@israaid.org) to apply