



JOB DESCRIPTION

Position: Program Manager

Contract type: 3 months

Location: Deployment to Greece

Starting date: Immediate

Duration: 3 months with possibility of extension

SUMMARY

IsraAID is looking for a Program Manager for the organization's emergency response program in Lesbos, Greece. This position is an exciting opportunity to get hands-on experience in the field of non-profit project management and lead innovative, grass-roots activities in the field of humanitarian aid and community development. The ideal candidate will combine experience in humanitarian aid and management/administration, with the capacity to work in a changing and unstable environment and be willing to relocate to Greece.

CONTEXT

Since the civil conflict in Syria began in 2011 it has emerged as one of the world's largest humanitarian crises, with over 4.25 million displaced within Syria and more than 2 million refugees fleeing the violence into neighboring countries. Last year, Greece experienced record amounts of refugees arriving on its shores, prompting an emergency response to assist them on their journey to the European countries in which they wished to claim asylum. Following the closure of the Greek-Macedonian border in March 2015, Greece has shifted into a long-term transit spot for refugees, as their duration of stay remains prolonged and unknown.

As refugees were arriving to the shores of Lesbos in August 2015, IsraAID provided support in the form of immediate medical care and psychological first aid with an emphasis on self-care skills and coping techniques. IsraAID's current activities in the refugee camps empowers communities towards self-reliance, while providing the most vulnerable with psychosocial care that will allow them to gather inner strength to handle the situation and focus on moving forward towards a better life.

RESPONSIBILITIES

The Country Director (CD) will oversee the programs in Lesbos and Northern Greece and will directly supervise and support the program managers;



Country vision and Strategy

1. Provide leadership and coordination in the implementation of IsraAID's programming in line with the country's strategic plan, and carry out methodological and technical support to ensure use of participatory methodologies, human rights and social exclusion frameworks.
2. Oversee the dissemination of IsraAID's mission and core values and principles, coordinate and mentor the country programme and its staff in line with the country strategy and philosophy.
3. Stay up-to-date on socio-economic and political changes in the country related to IsraAID's mandate, undertake timely strategic review of IsraAID's program strategy to respond to a rapidly changing environment.
4. 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.
5. 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 Lesvos staff and promote best practices in human resources management
2. Provide coaching and mentoring advice to staff when necessary and lead initiatives to develop staff capacity

Funding and Grants Management

1. Support the team and the Country Director with the production of quality proposals and reports
2. 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 organization.
2. Provide progress and financial reports as required by the government and IsraAID HQ, as well as accountability procedures as required by other organizations.
3. Ensure the preparation, accuracy and timely submission of financial reports that comply with grant or contract agreements.



4. Check and verify all inventories and promote efficient and effective management of organizational assets, scheduling, and logistics.

Security and Risk Management

1. Be 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 organization.
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

- Significant experience in an equivalent position in a development or humanitarian organization.
- 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 program 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).
- Educational/ psychosocial background – Advantage
- High resiliency; calm and knows how to manage high stress, unstable environments.



LANGUAGES

Required: Professionally fluent or native speaker in English

Advantage: Hebrew, Arabic, Farsi, Greek

CONDITIONS

Flight to Greece

Basic coverage of living expenses (food, rent, transportation, communication, insurance)

Full-time employment in Israel, paid monthly

To apply for this position, please send a resume and cover letter (no more than 2 pages)

To Oschnitzer@israaid.org

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

