

Job ID/Title: Program Director Ref 1|2015

Brand: ABNA AL QUDS Club

Application Deadline: 29-Nov-15

Duty Station: Jerusalem – Old city.

Languages Required: Arabic, English.

Duration of Initial Contract: 12 months

Job percentage: 100%

ABNA AL Quds organization was established in 1976. As a response of the 1967 war, to deliver sports, social, cultural and psychosocial activities for the Jerusalemite Society (children, youth, elderly and women).

ABNA AL Quds organization is located in a very sensitive location in the Old City next to Jerusalem Wall, over a space of 5 acres (football and basketball play area, garden, sport hall, lecture hall, computer lab and media center, administrative offices).

Vision:

A free learning space for the Jerusalemite Palestinians, working together for sustainable development.

Mission:

ABNA AL Quds organization seeks to create a free space to enable youth and women, to enhance their status in the community by building their capacities and increase their social responsibility in order to advocate for their rights.

The organization aims to provide a community umbrella; believes in the Jerusalemite resident as an added value, and strengthening their role for community action.

Short description of the project

The project seek to create a safe environment for children and women, and enable them to participate in different training courses and activities; aiming to empower them and build on their talents and capacities, in addition the project will empower children and women to be able to decide about their future, the project will take into consideration gender equity and equality, and will combat gender based violence.

Specific Roles and Responsibilities

The Program Director will provide overall leadership and strategic direction for the project, and is ultimately responsible for ensuring the project meets its deliverables. He/ She will provide overall technical and management oversight to the program and staff. The Program Director will be accountable to all the project activities in front of the board of directors and donor. The Program Director will take lead on managing the team, build partnerships with Community-Based Organizations (CBOs) and non-governmental organizations (NGOs), and facilitate linkages and communication with the schools and youth groups. The Program Director will be the focal point for ABNA AL QUDS Club, in charge of submitting the implementations plan, performance monitoring plan, action plans, and periodical reporting on program progress. In addition the program director will be responsible to develop proposals and lead AAQ Club to achieve the new frame work (strategy 2015 – 2017).

- ☒ Plan the delivery of the overall programs (Youth, Women and the Community Umbrella) and its activities in accordance with the mission and the goals of the organization.
- ☒ Develop new initiatives to support the strategic direction of the organization.
- ☒ Develop and implement long-term goals and objectives to achieve the successful outcome of the programs.
- ☒ Develop an annual budget and operating plan to support the programs.
- ☒ Develop a program evaluation framework to assess the strengths of the programs and to identify areas for improvement
- ☒ Develop funding proposals for the programs to ensure the continuous delivery of services.
- ☒ Ensure that programs and activities operate within the policies and procedures of the organization.
- ☒ Ensure that program activities comply with all relevant legislation and professional standards.
- ☒ Develop forms and records to document programs and activities
- ☒ Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- ☒ In consultation with the Executive Director, recruit, interview and select well-qualified program staff.
- ☒ Implement the human resources policies, procedures and practices of the organization.
- ☒ Establish and implement a performance management process for all programs staff.
- ☒ Engage volunteers – Board of Director for appropriate programs (such as; resource mobilization committee and monitoring and evaluation committee).
- ☒ Ensure that all programs staff receives an appropriate orientation to the organization and the programs.
- ☒ Ensure all staff members receive orientation and appropriate training in accordance with organizational standards.
- ☒ Supervise programs and projects staff by providing direction, input and feedback.
- ☒ Liaise with other managers to ensure the effective and efficient programs delivery.
- ☒ Write reports (quarterly, bi-annual and annual reports) on the programs and projects for management and for donors.
- ☒ Communicate with funders as outlined in funding agreements
- ☒ Ensure that the program operate within the approved budget.

- ☒ Monitor and approve all budgeted program expenditures.
- ☒ Monitor cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis (monthly/bi-annual).
- ☒ Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- ☒ Finally the program director will be main responsible to run the community umbrella projects.
- ☒ Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.

Required Qualifications:

- Bachelor Degree in administration, business administration, international development, or other related field
- Minimum of three to five years of professional experience in project management, in the areas of civic engagement, civil society development, social accountability, or related fields.
- Demonstrated leadership, project management, coordination, organizational, teamwork, and strategic planning skills.
- Fluency in written and spoken English and Arabic.
- Strong writing skills in both English and Arabic.
- Proven ability to handle multiple assignments and meet the required deadlines.
- Advanced computer literacy.
- Proven ability to work under pressure and within a team
- Proven problem solving, analytical and logical thinking skills
- Strong presentation skills and high level of creativity.
- Experience in supervising staff.

Desired Qualifications:

- Demonstrated experience managing international donor funded development activities.
- Well understanding of the grassroots organization .

Interested candidates are encouraged to submit their CVs, cover letter, with accurate points of contact no later than Sunday 29 of November 14:00 PM to the below mail indicating “Project Director REF P1|2015 ” in the subject line.

abnaalquds@hotmail.com

Only shortlisted candidates will be invited to pass interview and written exam. Both male and female will get equal opportunity; we highly encourage the new graduate to apply for this position.

Its worth to mention that ABNA AL QUDS Club is consider the Child Protection Policy.