



JOB DESCRIPTION

Job Title	Head of Emergency Programmes
Location	Gaza – This role is open to both local and international candidates. The person must be able to travel to and work in Gaza and/or Cairo.
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 Gaza Strip.
Job Purpose	To work closely with the Gaza Director, Gaza Deputies and Gaza team during the period of preparing the scale-up of MAP's operations and programmes. Working with the Director of Gaza and team to drive work in key areas related to MAP's rapid organisational scale-up including but not limited to, humanitarian response and programme and operational scale-up in the Gaza Strip, and managing and supporting the Gaza team and planning.
Hours	Full time 35 hours a week; Fixed term 12-month contract
Salary	Applicable to the county in which the candidate is employed. £57,816 or ILS202,020
Reporting to	Deputy Director of Gaza Programmes with dotted line management to the Gaza Director
Responsible for	Line management of the Medical Programme Lead, Public Health Programme Lead and Nutrition Programme Lead. Given the complex and volatile situation in Gaza, there may be some changes to management lines and the exact focus on programming.

If you are a resident of Gaza, Lebanon or the West Bank this job description forms part of your contract of employment and can be amended from time to time with consultation as the needs of the organisation require

KEY RESPONSIBILITIES & DUTIES

- Led the planning and design of the MAP humanitarian response in Gaza, including the programme strategy and design including the rapid scale-up of operations on the ground
- Support the programme and operations team in Gaza in supporting current humanitarian response and programming, developing new areas of direct programming, with the assistance of technical support from MAP colleagues and partners.
- Work with program leads to ensure day-to-day implementation according to project plans, adapting quickly to changing contexts, especially related to emergent security and access dynamics.
- Ensure the highest level of quality in program design, including meeting global humanitarian standards and in line with sector priorities
- Accountable for managing the programme leads for Medical, Public Health and Nutrition Programme Leads and close working relationships with other programme leads.
- Track and support the delivery of response projects, work plans and resources, proactively seizing opportunities and troubleshooting problems.
- Develop and provide a quality assessment and assurance process of the MAP humanitarian response, drawing on sector best practices and frameworks (such as SPHERE, CHA etc)
- Support and advise on decision-making in crisis management and emergency response as required
- Liaise with the Programme Quality, Strategy and Funding team to ensure that the Gaza humanitarian response has the technical advice and institutional funding required.

Representation and external coordination

- Represent MAP where required in relevant humanitarian response coordination processes and spaces including at specific clusters
- Build relationships with key external actors operating and/or coordinating work inside Gaza, including other INGOs, lead national agencies, UN agencies, etc.
- Working with new and potential local and INGO partners to explore collaboration and potential support in a way which is manageable and sustainable for MAP.

Team support and Capacity building

- Prioritise staff care and foster a culture of compassion given the difficult circumstances of working and living in Gaza.
- Ensure team in Gaza have the training, tools and support they need to succeed in their work.
- Identify any training needs and capacity gaps in the Gaza team and local partners and liaising with MAP colleagues to address these
- Support and strengthen effective communication of the Gaza humanitarian response with the UK team, across in-country teams and with partners.
- Provide and /or identify relevant technical advice and support needed for the design and delivery of accountability monitoring, investigations and assessments on all aspects of the humanitarian response including best practices in areas such as accountability, inclusion, safeguarding as well as MAP programme focus areas such as WASH, nutrition, disease prevention and procurement.
- Document and analyse evidence, lessons and insights about the humanitarian response and make proposals on how these can be acted upon

- Identify weaknesses and propose improvements and/or development of operational and programmatic policies and processes needed to ensure a high-quality humanitarian response.
- Lead the development of guidance, protocols, and tools related to improving the humanitarian response.

Managing security and Complexity

- Proactively manage the challenges and complexity of programme design and delivery in Gaza given the evolving nature of the conflict, including security concerns, access challenges and unprecedented levels of need. Ensuring program implementation and service delivery despite / alongside these complexities will be key to the success of this position.

PERSON SPECIFICATION

Experience

- Significant experience in managing humanitarian emergency responses in complex insecure contexts.
- Significant experience in international development, humanitarian response and programming, and humanitarian project management
- Experience working with (inter)national and local civil society organizations.
- Experience in rapid needs assessments and undertaking country and programme risk and resilience assessments
- Experience in providing programmatic humanitarian advice, project and programme design, drafting of project outlines, proposals, and budgets
- Training, mentoring, and coaching experience in support of capacity development
- Proven ability to work with diverse, multi-cultural teams
- Willingness to work in Gaza.
- Experience of living in the oPt or the Middle East is desirable

Skills and abilities

- Senior management skills to undertake a complex management role in an international organisation
- Excellent staff management, communication and inter-personal skills
- Ability to manage and support complex projects and a multidisciplinary project team, often requiring a high degree of independent judgement and negotiating skills.
- Fluency in English and fluency in Arabic
- Strong decision-making skills and ability to translate programmatic priorities into operational delivery
- Excellent IT skills, including experience of using Microsoft Office software
- Must be an innovative and creative problem solver, and a team player, with experience working with multi-cultural teams.

Knowledge

- Knowledge of the Middle East Region and specifically Palestine is highly desirable.
- Knowledge of global, regional, and local humanitarian relief and response frameworks, standards and strategies
- Keen understanding of the political context and development and humanitarian issues in Palestine
- Understanding of security protocols in conflict and insecure environments
- Understanding of protection, safeguarding and wellbeing approaches with staff and communities

Personal attributes and other requirements

- Commitment to MAP's mission, services and the right to health.
- Commitment to anti-discriminatory practice and equal opportunities.
- An ability to apply awareness of diversity issues to all areas of work.
- Commitment to the values and ethos of MAP.
- Prepared and able to travel occasionally to other MAP offices.
- Driving license and ability to travel in Palestine, Israel and internationally
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Adhere to a zero-tolerance policy on sexual exploitation and abuse/safeguarding.
- Treat with confidentiality any personal, provide or sensitive information about individual organisations and/or clients, staff and MAP data

Please note that the salary is offered based on experience and location and will be adjusted depending on the cost of labour for the country in which the candidate resides. Candidates must have the legal right to work in the country from which they are applying