



MEDICAL AID FOR PALESTINIANS

JOB DESCRIPTION

Job Title	Programme Officer
Location	Gaza
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 occupied Palestinian territory and Lebanon
Job Purpose	To support the implementation and monitoring of MAP's projects in Gaza in accordance with organisational priorities
Hours	35 hours per week
Salary	ILS107,700
Reporting to	Programme Manager - Gaza
Responsible for	None
Key Internal relationships	Gaza Director, Senior Programme Manager, Programme Officers, Senior Finance and Admin Manager
Key external relationships	MoH officials, UN clusters, MAP technical consultants
Contract	1 year (renewable)

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Duties and key responsibilities

Implementation and M&E

- Under the supervision of the programme manager, support the development of new concept notes/proposals for projects in design phase including assessments, other related project items (implementation plans, MoUs, database, budgets, etc).
- Monitor, review and report on the progress of the projects assigned, including narrative and financial reporting
- Regularly engage with MoH relevant departments/units and partners to follow up implemented actions

Coordination

- Coordinate preparation for missions of foreign health teams to Gaza with the MoH, hospital administrators and medical personnel at selected hospitals
- Under supervision and oversight from the Programme Manager, arrange for field visits of visitors, missions, donor representatives, MAP members and others as required
- Establish and maintain strong relationships with key local actors, including, partners, MoH, and committees to facilitate and strengthen networks

Other duties

- Work with MoH departments and partners to identify and prepare success stories, videos, photos and case studies in line with MAP's requirements
- Support fundraising and communication related activities as requested. This may include; case studies, photography, translation for UK colleagues during their visits to the field, etc.
- Represent MAP in meetings and forums as and when needed
- Perform any other reasonable duties that are deemed necessary as assigned by the direct line manager.
- Participate in any emergency interventions when needed

General Responsibilities

- Support the mission, ethos and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Represent and be an ambassador for MAP.
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.

- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

PERSON SPECIFICATION

Experience

- Experience in project management, logical framework, M&E tools
- Familiarity and experience with working with several stakeholders and partners (governmental, non-governmental, CBOs) is desirable
- Experience in data collection, preferably from hospitals and other health facilities

Skills and abilities

- Open minded, self-controlled, self-learner and flexible
- Ability to manage budgets, understand financial accountability procedures, and logistics
- Planning, assessment and analytical skills
- Organised self-starter, able to work alone or as part of a team
- Ability to work under pressure and under difficult circumstances and occasionally during the weekend
- Diplomatic and sensitive to cross-cultural issues
- Respect/follow the applied security guidelines and keep the confidentiality of assigned tasks

Knowledge

- Excellent reporting skills both narratively and financially
- Excellent communication skills in English and Arabic
- Very good IT skills including excel and spreadsheets

Education/training

- A university degree in any health related field

Personal attributes and other requirements

- Tact, polite, and able to handle difficult situations and solve problem
- Understand the work of MAP and commitment to our mission and services