



Operations and Finance Manager, Palestine

Position: Operations and Finance Manager

Country: Palestine

Base: Gaza Strip (probably Deir al-Balah)

Duration: Five months with potential to extend

Start date: ASAP

Closing Date: 26/01/2025

Reporting to: ROLM and HQ GM

Responsible for: Operations, Finance and HR

Job requirements

- **Essential qualifications and experience**
 - Minimum five years of experience in similar positions in NGO's.
 - At least three years' experience in management or coordination positions.
 - Good computer skills, including email, word processing and spreadsheets.
 - Fluent in English and Arabic.
 - You must be eligible to work in Palestine. MENTOR will not be able to sponsor a visa.
 - A bachelor's degree in a relevant field (administration, business, logistics, finance).

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, along with three references, and a cover letter detailing how you meet the qualifications listed above.

Submit your documents via email to recruitment.tur@mentor-initiative.net with the subject line: **Operations and Finance Manager.**

Deadline: 26 January 2025. We recommend submitting your application as soon as possible, as we will review them on a rolling basis.

TERMS OF REFERENCE

Operations and Finance Manager, Palestine

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector-borne diseases in complex, challenging settings. MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

The **Palestine Operations and Finance Manager** supports MENTOR's Palestine operations within the partnership with Secours Islamique France, ensuring the effective and efficient use of resources, **including financial, logistical, and human resources**, in accordance with MENTOR's processes and procedures.

Responsibilities:

- Ensure that all activities and Palestine operations are carried out in line with MENTOR's Standard Operating Procedures and that they comply with all relevant legislation and professional standards.
- Manage or coordinate operations functions – systems, processes and staffing – that meet MENTOR' standards, donor requirements, and local regulations and support high-quality programming.
- Lead transparent and compliant procurement processes to identify, assess, select and contract suppliers that will deliver the maximum value for money to the organisation. In close coordination with the team, oversee relationships with key suppliers and assess supplier performance.
- Line Manage the Logistics and Procurement Officer, ensuring they are also aware of and able to implement the SOPs fully, and supervise their day-to-day work.
- Responsible for the office management, fleet management, and stock management.
- Coordinate with partner counterparts for Operations, Admin and Finance.
- Monitor budget implementation, track expenses, and provide regular budget variance analysis.
- Prepare monthly financial reports to the Regional and Global HQ, including all information related to any transaction, and monthly budget forecasts.
- In collaboration with Regional and Global HQ, oversee partner financial monitoring and liquidations, and ensure MENTOR's policies are adhered to.
- Manage all HR related matters, including recruitments, directly responsible for all administrative aspects of the local staff HR management, adapt and implement Internal Rules and Regulations for MENTOR national staff.
- Represent The MENTOR-Initiative in external meetings, clusters and forums related to Palestine humanitarian response, upon HQ request.

As The MENTOR Initiative is working in a constantly changing humanitarian aid environment reasonable specific work duties may occasionally be requested that may not fit into the above job description, but which will help promote programs goals and aims.