



General information

Job title: Palestine Programme Manager

Country: Palestine

Base: West Bank

Duration: Five months, potential to renew

Start Date: ASAP

Closing Date: 26 January 2025

Responsible for: Programmes and MEAL

Reporting to: Regional Programme Director / HQ Programme Manager

Job requirements

Essential:

- Advanced degree in International Development, Project Management, or a related field.
- Minimum five years' experience in project management, preferably in humanitarian settings.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Fluency in English and Arabic.
- You must be eligible to work in Palestine. MENTOR will not be able to sponsor a visa.

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

We recommend submitting your application as soon as possible, as we will review them on a rolling basis.

TERMS OF REFERENCE

Palestine Programme Manager

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 Programme Manager** will ensure timely and quality planning and implementation of programme activities, in accordance with MENTOR's processes and procedures. This role involves providing leadership and overall responsibility for the technical management of the programme, stakeholder engagement, and strategic oversight.

Responsibilities:

- Oversee the planning, implementation, and monitoring of project activities.
- Ensure that project objectives are met within the specified timeframe and budget.
- Manage implementing partners and ensure compliance with project requirements and technical quality.
- Prepare and submit monthly progress reports to MENTOR's Regional and HQ teams.
- Maintain comprehensive project records and documentation.
- Ensure accurate and timely documentation of project activities and outcomes.
- Develop communications materials related to the project together with the implementing team, ensuring adherence to humanitarian standards and donor requirements.
- Liaise with local authorities, community leaders, and other stakeholders to ensure programme implementation.
- Represent MENTOR in relevant coordination meetings and clusters. Provide updates on MENTOR's work to the clusters as needed and raise emergent needs to MENTOR's Regional and HQ teams.
- Ensure effective communication and collaboration with all project partners and relevant stakeholders.
- Line Management of the MEAL Officer, ensuring they are also aware of and able to implement the SOPs fully, and supervise their day-to-day work.
- Work closely with the MEAL Officer to track project progress, ensure that M&E activities are conducted as per the project plan, and data is used to inform planning and decision-making.
- Develop and regularly update risk mitigation plan to identify project risks as they occur and put in place adequate mitigation measures.
- Together with Regional and HQ team, adapt project plans as necessary in response to changing security and contextual conditions.
- Ensure compliance with security protocols and policies as instructed by MENTOR's Head of Security and SIF's Security Manager.