

Terms of Reference

Position: Program Manager- Emergency response

Starting date: September 2024

Duty station: Jordan (Amman, with possible missions in West Bank and East Jerusalem)

Grant Officer - Palestine

Terre des Hommes Italia (TDH IT), member of Terre des hommes International Federation, works in 21 developing countries implementing projects and activities for the benefit of more than 3 million people.

TDH IT implements relief and mid-term programmes and projects in the fields of education, primary health, protection, PSS and child rights.

Terre des Hommes Italia has worked in Palestine since 2000 with education, protection and health interventions dedicated to children. Since October 2023, TDH IT has supported emergency health interventions in Gaza in partnership with the Palestinian Medical Relief Society (PMRS) and we are working to expand our emergency response in the coming months.

TDH IT is looking for a Program Manager who will be in charge of planning, coordinating and managing the emergency response in Gaza in close coordination with TDH Italy office in East Jerusalem and West Bank and with the local partner(s) in Gaza.

Main Responsibilities:

The program manager will be responsible of:

- Supervise and manage the current emergency interventions, including coordination with the implementing partners and donors' reporting;
- Organize and follow up on the procurements of goods in Jordan and the transfer of the goods from Jordan to Gaza, this includes regular updates about the regulations in place, coordination with the Logistic Cluster and relevant authorities, contacts with other NGOs, etc.
- Supervise and manage the staff allocated to the programs, including remote management for the local staff based in Palestine and line management of the staff who might be recruited for the Amman office and in Gaza;
- Explore new funding and partnership opportunities, together with the Country Delegate;
- The design of TDH Italy emergency response in Gaza, together with the Country Delegate and the HQ support;
- Keep regular contacts with partners, donors and other stakeholders;
- Attend relevant coordination meetings;
- Support the development of new project proposals, including also assessments and other required tools;
- Support TDH Italy communication department by providing the necessary information for fundraising activities;
- Provide the Country Delegate and Program Desk with regular updates and information about the humanitarian needs, possibility of access/interventions, updates about the ongoing programs and possible future programs, etc.
- Support the Country Delegate and Program Desk in planning the resources needed to enlarge the emergency team;

- Support TDH Italy delegation in Palestine with any other need related to the on-going programs in West Bank and East Jerusalem.

Required Profile

- University Degree in International Development, Statistics, Social Science, or similar relevant degrees;
- At least 8 years of professional experience with humanitarian organizations in project or program management, better if in emergency settings and in protection related field;
- Good knowledge of the main requirements in terms of proposal development, administrative requirements and reporting from donors like AICS, ECHO, UN agencies;
- Fluency in written and spoken English is essential. Arabic and Italian is an asset;
- Good experience and knowledge of logistic and procurement process especially in emergency settings is a strong advantage;
- Highly developed analytical and reporting skills;
- Previous working experience in the Middle East, better if in Palestine, is a strong asset

Knowledge & skills

- High level interpersonal and cross-cultural communication skills, ability to capacity build others
- Commitment to the aims, principles, and values of TDH IT
- Ability to work well in a team, under pressure and in response to changing needs
- High degree of responsibility, of taking initiatives, of having emotional stability
- Ability to prioritize a heavy workload and to delegate accordingly, and under culturally sensitive situations
- Self-motivated, flexible, and adaptable to the needs of the team and organization.

TDH Italia has a zero-tolerance policy towards SEAH and is not willing to employ any person who has been found guilty of sexual exploitation, sexual abuse or sexual harassment. Ethics is part of the annual performance appraisal.

Salary according to experience and TDH IT salary scale.

Personal Data: *Personal data provided by candidates will be processed in accordance with the General Data Protection Regulation (GDPR) of the European Union (2016/679) and the related Italian legislative adaptation (Legislative Decree 101/2018). The management of the data processing is exclusive responsibility of the Terre des Hommes Italia Foundation, which will use such data to evaluate the application for the specific position for which the application is sent. In the event that the application is not suitable for the position advertised, the curriculum vitae will be kept in our archives for a limited period and used to evaluate any future job opportunities. The data processing will be carried out with maximum confidentiality and security. Sending your CV and cover letter constitutes your consent to the processing of personal data for the purposes indicated above.*

Disclaimer: *The Terre des Hommes Italia Foundation maintains the highest standards and procedures for the protection of children and applies a principle of zero tolerance towards any form of sexual exploitation, sexual abuse, or sexual harassment. Any person who has been found guilty of this type of crime will not be eligible for employment. For this reason, candidates may be subject to a series of checks, including consultation of criminal records. Ethics is part of the annual performance appraisal.*

HOW TO APPLY:

Interested candidates possessing required experience and skills are invited to send an updated CV and a motivation letter including at least two references to info@tdhitaly.org and cc m.ambrosini@tdhitaly.org quoting in the object of the email the reference **PAL 08-2024**

The deadline for receiving applications is the **September 7th 2024**. Applications received after that date will not be considered.

Applications that do not meet the above-mentioned requirements will not be considered.

We apologize in advance as only shortlisted candidates will be contacted.