

## **Job Announcement: Gaza Program Manger**

**Position Type:** Full time, exempt (not eligible to receive overtime pay)

**Compensation:** Commensurate with experience

**Location:** Gaza

**Reports to:** Senior Director of Field Operations (SDFO)

### **Position Summary**

The Gaza Program Manager will oversee the successful implementation of UPA programs, projects, and initiatives in the Gaza strip based on the field needs and priorities. S/he ensures alignment with the organization's strategic plans and priorities. This position requires close coordination with program teams, partners and relevant actors to ensure smooth implementation of activities while focusing on monitoring, evaluation, and compliance with UPA and donors' requirements.

S/he will assume the responsibilities outlined below, under the general supervision and guidance of the Senior Director of Field Operations.

### **Key Responsibilities**

#### *Program Management*

1. Lead the successful implementation of UPA programs, projects and initiatives in the Gaza strip, ensuring that all UPA activities operate consistently and ethically within the mission and values of UPA.
2. Lead project staff in the project management cycle including the start-up, implementation, closeout of projects, and the collection of M&E and Comms data.
3. Work with and supervise program staff, as applicable, to ensure their responsibilities are implemented effectively and in a timely manner. This includes but is not limited to:
  - a. The proper execution of Gaza partner organizations agreements, which should clearly outline the terms of UPA's support and reporting requirements, as well as partner compliance with these agreements.
  - b. Adherence to programs and projects safeguarding activities, including but not limited to execution of UPA's safeguarding policy, including child protection code of conduct, complaints and feedback mechanisms, staff capacity building, etc.
  - c. The successful compilation of quality program reporting, including beneficiary success stories/ case studies and the collection of photos and videos from the field. In coordination with the comms team, the Program Manager should decide when the ideal time is in each project cycle to capture photos and videos and then liaise with communication staff to secure the necessary resources.

4. Lead and support the start-up, ongoing implementations, and closeout of projects.
5. Contribute to UPA development of strategic goals and objectives that advance UPA's presence and impact in Gaza.
6. Lead the implementation of UPA emergency response initiatives in Gaza from start to finish (i.e., lead rapid needs assessments, create activities and implementation plans, line-item budgets, and short summaries of proposed course of action).
7. Ensure administrative responsibilities are being fulfilled.
8. Represent UPA in external meetings with UN agencies and other relevant entities in coordination with Senior Director of Field Operations.
9. Lead the development of risk assessments at Gaza, program, and project levels.

### *Monitoring and Evaluation*

1. Oversee and Support UPA Monitoring & Evaluation System/activities in coordination with UPA's regional MEAL manager and Senior Director of Field Operation, ensuring timely and accurate compilation of beneficiary numbers, the development of clear logical frameworks and M&E plans for UPA programs, projects, and initiatives, and thorough analysis of UPA's impact, in accordance with logical frameworks, donor requirements, and UPA standards.
2. Coordinate with regional MEAL manager and work with field M&E staff to guarantee the capturing and documenting of lessons learned. Based on this, advocate for the scaling up of best practices within the programs team.

### *Local Partnership & Relationship Management:*

1. Maintain and strengthen UPA networks and relationships with local, NGOs, INGOs and UN agencies and relevant stakeholders in Gaza.
2. As required, provide support in preparing project ideas and proposals.
3. Ensure effective communication and coordination within the different teams in UPA.
4. As needed, support Institutional Partnerships' efforts to develop new initiatives and to pitch new and ongoing programs to donors. Tasks may include but may not be limited to brainstorming appropriate activities, collecting information, conducting needs assessments, conducting risk assessments, and supporting the development of concept notes, proposals, and program budgets.
5. Coordinate with SDFO to represent UPA with external groups, including UN clusters, working groups, community, governmental, and private organizations, as needed.

### *Finance, Human Resources and Operations*

1. Ensure Gaza field staff compliance with all UPA rules and regulations and local and national laws.
2. Ensure compliance with the institutional donor rules and contractual obligations.
3. Support building a strong team through open communication and by collaborating on decision-making responsibilities when appropriate.
4. Coach staff and provide them with the necessary tools and training, as needed.
5. Coordinate with Dir of Finance and procurement and contracts unit, ensuring compliance with UPA's procurement policy and donor's terms.
6. Immediately report serious incidents or allegations of serious incidents to the SDFO.
7. Work with HR Department as needed to develop new job descriptions for new staff roles and consultants in Gaza.
8. As applicable, approve direct reports' timesheets
9. As applicable, monitor Projects budgets closely to guarantee the following results:
  - a. UPA grants budgets are properly managed, and the objectives are met.
  - b. Financial reports and supporting documents from partner organizations are performed and submitted in a timely manner.

*All other related tasks as requested by the Executive Director.*

### **Qualifications**

1. Bachelor's degree in business administration, economics, Engineering, community development, Agriculture, or any other relevant field
2. At least 5 years of Programs/projects management experience and/or grants management.
3. Preferably M&E and procurement experience.
4. Experience working with local or international non-profit or development organizations.
5. Computer literate with knowledge of Microsoft Office; especially excel spreadsheets.
6. Ability to manage people, operations functions and workflow.
7. Excellent oral and written communications skills in English and Arabic.
8. Excellent organizational and planning skills.
9. Ability to effectively interact and communicate with all levels of employees, colleagues, suppliers, peer organizations and donors.
10. Strong analytical and problem-solving skills.
11. Ability to travel to UPA's areas of operations.
12. Ability to work under pressure.



### **Application Process:**

To apply, please submit your resume (C.V.) and cover letter to (employment@upaconnect.org) by 22nd February 2025.

### **About UPA**

United Palestinian Appeal (UPA) [www.upaconnect.org](http://www.upaconnect.org) is a 501(c) (3) New York-registered non-profit organization, with headquarters in Washington, DC, and works in the occupied Palestinian territories and refugee camps in Jordan and Lebanon. Established in 1978 by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.