

**Job Description:** Orphan Program Team Leader

**Type:** Consultancy Service 13 months (renewable upon funding)

**Location:** UPA Gaza Office

**Reports to:** Gaza Program Manager

**Start Date:** Immediately

**Position Summary:**

The Orphan Program Team Leader has overall accountability for the orphan support program across the Gaza Strip. The Team Leader leads the implementation of the orphan's program executed in partnership with a local non-governmental organization (NGO) implementing partner. The Team Leader is supported by an Orphan Program Coordinator, who handles routine monitoring, data entry, operational liaison with INASH, and logistical support.

**Key Responsibilities:**

**1. Program Monitoring and Quality Assurance**

- Provide strategic oversight of the local partner's orphan registration, biodata, certification, and needs assessment activities.
- Ensure adherence to program goals, criteria, and standards.
- Conduct audit sample validation (10–20% of cases).
- Provide recommendations to the senior management of the program on the selection criteria, process and decisions.
- Perform targeted field visits (20% of role).
- Conduct second-level verification through calls/WhatsApp
- Identify risks and approve mitigation strategies.

**2. Data Management, Reporting, and Systems**

- Review and approve all incoming data.
- Finalize and submit reports.
- Maintain donor-facing documentation.
- Support the Program coordinator to upload the required data on UPA system, analyze MEAL system data in cooperation with the MEAL director.
- responsible for uploading the required data on the donor online system after validation and cleaning of the data received from the partner.
- Resolve escalated complaints and refer cases to the MEAL as required.
- Ensure data protection with zero breaches.

**3. Coordination, Communication, and Referral**

- Lead strategic coordination with Local partner.
- Represent the organization in clusters and working groups.
- Coordinate across internal teams.
- Maintain emergency referral mechanisms.

#### **4. Visibility, Proposal Development, and Donor Management**

- Approve visibility content.
- Verify informed consent.
- Develop proposals based on program data.

#### **5. Any other duties required by the GPM**

#### **Qualifications:**

- 1- Education: Bachelor's degree in relevant field (master's preferred).
- 2- Experience: Minimum 4 years in humanitarian program management.
- 3- Technical Skills: Excel, data analysis, reporting, MEAL tools.
- 4- Personal Competencies: Integrity, adaptability, resilience, adherence to security protocols.

#### **About UPA**

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

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.

#### **Application Process:**

To apply, please send your resume (C.V.) and cover letter to([employment@upaconnect.org](mailto:employment@upaconnect.org)) by 2 June 2026