Job description
Department: Programs Department
Position: Head of Programs – West Bank
Location: Ramallah
Reports to: Director of Program
Job Purpose: The Head of Programs – West Bank provides strategic leadership and oversight of Taawon's programme portfolio in the West Bank, ensuring that all initiatives are designed and implemented to the highest standards of effectiveness, accountability, and impact. The position is responsible for guiding programme development, strengthening partnerships, ensuring compliance with donor and institutional requirements, and supporting the growth and sustainability of Taawon's development portfolio.

<u>Key Duties and Responsibilities</u>

A. Strategic Programme Leadership

- Lead the strategic planning, implementation, and oversight of Taawon's programmes in the West Bank.
- Ensure programme portfolios align with Taawon's strategic framework and sectoral priorities.
- Translate institutional strategy into actionable programme plans and operational priorities.
- Identify emerging opportunities for programme expansion based on contextual analysis and needs assessments.
- Promote integrated programming approaches across thematic sectors to maximize impact and sustainability.

B. Programme Development & Resource Mobilization

- Lead the development of high-quality concept notes, proposals, and programme strategies.
- Oversee preparation of competitive funding proposals aligned with donor priorities.
- Support donor engagement and relationship management.
- Contribute to institutional fundraising strategies and pipeline development.

C. Programme Quality, Impact & Learning

- Ensure the quality, relevance, and effectiveness of programme implementation.
- Oversee Monitoring, Evaluation, Accountability, and Learning (MEAL) systems.
- Promote evidence-based programming and adaptive management.
- Ensure timely and high-quality donor reporting.
- Support documentation of programme results and lessons learned.

D. Team Leadership & Capacity Development

- Provide leadership, supervision, and technical guidance to programme staff.
- Foster a collaborative and results-oriented team environment.
- Identify staff capacity needs and support professional development initiatives.

E. Financial & Operational Oversight

- Oversee programme budgets and ensure efficient and compliant financial management.
- Monitor budget performance, burn rates, and financial forecasts against approved plans.

- Coordinate closely with Finance and Operations teams.
- Ensure sound risk management and operational planning.

F. Partnerships, Coordination & Representation

- Build and maintain strong relationships with local NGOs and civil society actors.
- Strengthen collaboration with governmental bodies, private sector partners, and academic institutions.
- Represent Taawon in coordination forums, sectoral networks, and partnership platforms.

G. Risk Management & Compliance

- Identify operational, financial, and contextual risks affecting programme implementation.
- Ensure mitigation measures are integrated into programme planning.
- Ensure compliance with donor regulations and institutional policies.
- Promote ethical and accountable programme management practices.

Qualifications & Experience

- Master's degree in development studies, Public Administration, International Development, Economics, Social Sciences, or a related field.Skill in creative writing for social media platforms.
- Minimum 10 years of progressively responsible experience in development programming.
- At least 5 years in a senior programme management role.
- Demonstrated experience managing complex donor-funded programmes.
- Experience working with institutional donors (UN agencies, development banks, bilateral donors, or international foundations).
- Strong familiarity with the Palestinian context, particularly the West Bank.

Core Competencies

- Strategic thinking and programme leadership.
- Strong proposal writing and donor communication skills.
- Financial literacy and budget management.
- Stakeholder engagement and partnership building.
- Team leadership and staff development.
- Ability to manage complex programme portfolios.
- Fluency in Arabic and English (written and spoken)