

Job Description

Department: Programs Department

Job Title: Gaza Programs Manager

Location: Gaza Strip

Direct Supervisor: Director of Program Operations

➤ Tasks and responsibilities

1. Program Development

- Contribute to the development and guidance of programs and projects in line with Taawon's strategic directions and plans.
- Develop programs and projects based on needs assessments, institutional priorities, and strategic plans.
- Proactively explore available opportunities and build partnerships that support the programmatic direction.
- Develop high-quality projects and program proposals using participatory approaches.
- Work with the Director of Program Operations to develop donor partnerships.
- Participate in developing the organization's programmatic strategic plans.

2. Program & Project Implementation

- Lead key decision-making for program and project implementation and problem-solving.
- Implement programs according to Taawon's manuals and procedures to ensure compliance and quality.
- Ensure projects are implemented and evaluated as planned using M&E tools.
- Prepare and submit high-quality reports to donors and the institution.
- Monitor program budgets.
- Update the program risk register and recommend mitigation measures.

3. Administrative Responsibilities

- Actively participate in the main program team.
- Contribute to building and developing an effective program team.
- Motivate and lead supporting staff to achieve objectives.
- Represent Taawon around work as directed.
- Support HR-related program management tasks.
- Serve as acting Director of Program Operations when assigned.

4. Communication and Networking

- Build partnerships with local institutions and relevant stakeholders.
- Build relationships with donors and INGOs.
- Maintain effective communication with program and administrative teams.
- Submit periodic progress reports.

5. Financial Responsibilities

- Support the development and follow-up of program budgets.
- Work with finance to monitor budget performance and prepare donor reports.
- Follow up on financial processes through internal systems.

6. Monitoring & Evaluation

- Collaborate with M&E and program operations teams to activate M&E tools.
- Identify and assess program risks and threats.
- Oversee M&E plans to ensure data accuracy and compliance.
- Review M&E reports and provide recommendations.
- Uphold accountability, transparency, and optimal resource use.

7. Institutional Representation

- Represent Taawon before donors, UN agencies, INGOs, and national authorities when approved.
- Maintain effective communication with partners and stakeholders.

➤ Required Qualifications & Skills

- Master's degree in business administration, Engineering, or related fields.
- Minimum 10 years of experience in programming management.
- Excellent knowledge of NGO and institutional ecosystems in Gaza.
- Fluency in Arabic and English.
- Strong communication skills.
- Strategic thinking and institutional development capability.
- Program management experience including CRM/ERP systems.
- Strong team building and leadership skills.
- Ability to work under pressure and during emergencies.
- High proficiency in digital tools related to the field.