PARTNERS RELIEF & DEVELOPMENT

Middle East Program Director

OVERVIEW

Partners Relief & Development’s Middle East Program exists to bring freedom and fullness to children and their communities in areas devastated by war and ongoing conflict in the Middle East. The Program Director for the Middle East leads all emergency response and sustainable development project delivery in the region as well as oversees the administration of all staff and offices in the Middle East.

JOB RESPONSIBILITIES

Emergency Relief Response

1. Manage Partners emergency relief response efforts in the Middle East.
2. Oversee all emergency relief staff and volunteers in Middle East.
3. Collaborate with Partners leadership to prioritise relief efforts with funding and staff availability.
4. Assess and document needs assessments of crisis locations to inform decision making on Partners responses.
5. Provide detailed and timely reporting and program updates to leadership and communications staff on all crisis responses.

Sustainable Development Project Delivery

6. Work with Partners leadership to initiate, implement and provide ongoing oversight of pilot and ongoing sustainable development projects in the Middle East.
7. Collaborate with local partners and other like-minded organisations to build the capacity of communities we help to be able to self-determine and self-organise solutions to bring freedom and fullness to their children.
8. Provide detailed and timely reporting and program updates to leadership and communications staff on development activities.

Administration & Management

9. Manage annual program budget and deliver program activity within the agreed budget.
10. Organize and systemize processes for greatest efficiency and productivity within the team.
11. Align administration with Partners existing policy and procedures for recruitment, communications, people management, staff care and finances.
Staff Development

12. Lead, motivate, and manage the Middle East team by identifying and developing top talent: Define clear objectives and plans, allocate resources, monitor activities, and provide development opportunities and proper training for team to perform their jobs effectively.
13. Conduct performance reviews and provide on-going coaching to staff.
14. Advertise open positions, recruit or outsource talent, and mentor team where possible.
15. Handle hiring, correction, and firing of team members with the approval of the VP Operations.

Consistency & Integrity

16. Apply a Christian mind so that every aspect of the role is consistent with the gospel.
17. Commit to living out the core values in line with Partners mission and vision statements.
18. Work in an honest manner and also recognize the need for confidentiality at times.

KEY ATTRIBUTES

- Significant experience in the assessment and delivery of emergency relief in difficult contexts
- Experience leading a multi-cultural, multi-lingual team with utmost cross-cultural sensitivity
- Understanding of the complex political, religious, historical and social context of the Middle East
- Speak, write, and read English fluently. Additional languages a plus.
- Strong interpersonal skills.
- Flexibility to travel internationally on short notice
- Proven resilience to cope physically and emotionally in extreme program delivery conditions
- Proficient in computers (PC/Mac) and digital/online communication (Skype).
- Sustainable Development program delivery experience desirable
- Excellent people and time-management skills.
- Ability to multi-task with proven organizing and planning skills.
- Team player but can work independently
- Flexible with ‘can do’ attitude.
- Ability to work within a Christian framework and be sensitive to its various expressions across cultures and denominations.
- Servant heart, spiritually resilient, patient.

ADDITIONAL INFORMATION

- Must expect to work after hours and be on call for emergencies.
- The ability to be able to say ‘no’ when required.

FOR MORE INFORMATION, PLEASE CONTACT GETINVOLVED@PARTNERS.NGO