

Country Director, AFH Palestine

Reporting Lines



Location	Jerusalem	Reporting to	IPD
Salary Range	£46,153 to £55,384.	Version	CD-AFHP-11-24-JD
Subordinates	Numerous, and will grow	Working Hours	40 hours per week

Main Job Purpose

Action For Humanity (AFH) is a charity that aims to provide aid and assistance to people affected by natural and man-made disasters. Our vision is a world of crises-resilient communities. Our mission is to mobilise and respond to emergencies and critical needs through humanitarian, development and peace-building action, helping affected communities survive, recover and build a better future.

We are recruiting a Country Director for Action For Humanity Palestine, to lead our our new and challenging yet extremely rewarding response operations throughout the country. You will build the programme and team, with a strong focus on quality fundraising and representation. We will work across Palestine, including in Jerusalem, the West Bank and the Gaza Strip, hence you will have experience of establishing and leading teams in unstable environments, knowledge of regional political trends, and a strong track record in resource mobilisation and effectively managing organisational growth whilst ensuring programme quality.

Acting as a leader for the existing staff in Palestine, the Country Director will focus on building the team, fostering new partnerships, growing the programme, developing the vision and strategy, and taking overall responsibility for the Palestine office. You will liaise closely with staff, partners, and stakeholders globally, including those in our International Office (HQ) based in the UK. You will represent Action For Humanity Palestine at the highest levels, including in national and international forums, agencies, and clusters.

Responsibilities

As AFH Palestine's Country Director, you will oversee the organization's entire operation. In co-operation with the appropriate staff, you will undertake the following responsibilities:

Programme Development and Management:

- Undertake programme planning and development in line with AFH Palestine's organizational strategy.
- Develop the country strategy for Palestine in line with AFH Palestine's organizational strategy;
- Build a team of experienced and dedicated personnel at the various offices located across Palestine;
- Develop and implement programmes in consultation with all staff and stakeholders, inside Palestine;
- Ensure stakeholders participate meaningfully in the planning, implementation and monitoring and evaluation of projects;
- Conduct participatory research to identify and develop new projects, aligned with AFH Palestine's organizational strategy;
- Plan time frames and budgets as well as development of new concept papers and liaison with in-country donors;
- Grant Management, and Donor Compliance: Ensure timely quality reporting to donors and compliance with donor requirements, including leading your programme and grants team to build a compliance and performance focused management system;
- Donor Engagement and Funding: Lead on donor engagement within country and region;
- Contribute to efforts to identify and secure in-country funding from Palestine-based donors and providing the programme funding to deliver on the Palestine country strategy.
- Work with the team and provide information necessary to help develop proposals and reports, in line with donor schedules. Provide final country level approval of concept papers, proposals and budgets;
- Mobilize the support of government authorities, NGO, and community stakeholders, including development of fundraising strategies with submission of proposals that have to be signed-off by the International Office (HQ);
- Develop coordination and capacity building initiatives for all staff to ensure learning and best practice is shared and developed. This will evolve to include partnership management and transferred learning;
- Produces monthly reports on a timely basis to International Office (HQ) as required;
- Organize and facilitate internal and external evaluations of the project, using these as opportunities to elicit and document achievements, challenges, learning and opportunities;
- Facilitate visits to project sites by donor representatives and other AFH representatives;
- People management: Take ultimate responsibility for Human Resources and Development, leading and motivating all staff, promoting effective cohesion and team identity across the various field locations, offices, and projects;
- Ensuring that AFH Palestine's standards and values are known and followed within the mission;
- Reporting: Ensure adherence to organisational requirements, including child safeguarding policy, safety and security, minimum standards for quality programme cycle management and regular programme reporting.

Fundraising:

- Work in line with the institutional fundraising strategy and with support from the UK Programmes team to raise funds through relationship building and proposal development;
- Develop and submit concept notes/proposals with support from the International Office (HQ)'s Programmes and Partnerships functions;
- Negotiate grants and partnership agreements with in-country donors;

- Identify in-country funding opportunities, aligned to AFH Palestine's organizational strategy;
- Work with the in-country and International Office (HQ) Finance teams to develop accurate and realistic donor budgets.

Financial Management:

- Comply fully with the organization's Finance policies and procedures and provide the International Office (HQ) Finance department with financial requests and expenditure information reports in an accurate manner on a monthly basis;
- Comply fully with the donors' requirements and conditions;
- Compile donor reports in a timely manner with feedback and support from the International Office (HQ)'s Programmes team and sign-off from the CEO;
- Comply fully with local and national regulations and requirements;
- Ensure all expenditure is authorized and in line with the programme and project budgets;
- Ensure receipts and supporting documents are compiled and achieved properly.

Security Management:

- Responsible for ensuring compliance of security protocols within the team, imparting and training partners in security planning, and maintaining oversight of the country-security context at the tactical level;
- Ensure accurate and timely reporting and recording of incidents for adequate security coordination, in Palestine and the UK;
- Update at least annually and/or whenever appropriate, security and evacuation plans with relevant stakeholders;
- Ensure all national staff and visiting staff comply fully with the organization's security policy and procedures. Security is non-negotiable and overrides programme consideration.

Communication and Representation:

- Represent AFH Palestine nationally, regionally and globally, to key donors, diplomats, multilateral organizations, journalists and visitors;
- Ensure effective networking, profile and representation with local, national and international authorities, donors and peer agencies;
- Ensure quality of media, marketing, and communication material, including case studies for International Office (HQ) Marketing & Comms team;
- Interface with International Office (HQ) and Partner Office Fundraising Teams in production of content;
- Appropriately instruct relevant staff of AFH Palestine's communications strategy and external messaging guidelines.

Human Resources:

- Take ultimate responsibility for the implementation of HR policies and procedures in Palestine and ensure you comply with organizational standards, sector-specific best practices and local labor laws;
- Line management of team of local staff and expatriate staff dispersed across Palestinian territories, conducting regular supervision and support. This will include local and remote management of geographically separate teams and individuals;
- Lead the recruitment and orientation of new local and international staff members;
- Conduct or oversee at least annual appraisals of all staff working under the Palestine programme.
- Ensure all staff compliance with security and child protection protocols and procedures;
- Arrange for field visits to address local staff needs and ensure compliance with organizational policies and procedures.
- Maintain learning and competency development amongst staff through regular competence assessments, identification of individual learning objectives, and delivery of regular training programmes.

Other:

- Liaison with local and national government authorities to ensure representation, good relations, and full compliance with local Laws and/or customs as far as possible;
- Remain aware of, and follow up swiftly with, changes in border, registration, residency, travel, access, and other policies that impact the organization and staff;
- Ensure legitimacy of staff and operations, and clear legal standing for all office operations.

Leadership Skills:

- To promote AFH's vision and mission and to uphold the Charity's values in all day to day activities and delivery of services;
- Take business accountability for the delivery of shared business responsibilities e.g. relevant contribution to the Charity's Objectives, Risk Register and Assurance Framework;
- To ensure that AFH develops a culture that promotes equality and values diversity and that the service you provide meets the needs of all stakeholders. This may involve the development and monitoring of policies and procedures to ensure the services you provide are inclusive to all;
- To participate in AFH related events as and when required;
- In accordance with legislation, the post holder is required to undertake a proactive role in the management of risks in all their actions. This includes:
 - Undertaking risk assessments in line with the AFH risk assessment process;
 - Reporting all incidents, near misses and hazards in line with the AFH's reporting arrangements/system;
 - Undertaking a statutory duty of care for their own personal safety and that of others;
 - Attending all statutory and mandatory health and safety training, appropriate to the role.

Our Values

Believe in the cause

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

Work together

Teamwork is the backbone of our work's success.

Give with grit

Being a "gritty" person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

Make life better

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

Work Environment

- 80 % indoors/office based
- 20 % outdoors/travel/events/work trips

Job Requirements

Education	<ul style="list-style-type: none"> • Master’s degree in one of the following subjects: Business Management / International Development / International Relations / Environmental / Conservation Management or other related fields;
Experience	<ul style="list-style-type: none"> • A minimum of ten years’ experience of a management position within the humanitarian field; • Proven track record in successfully: <ul style="list-style-type: none"> ○ Developing, leading, and managing small to large-scale programmes in various humanitarian sectors; ○ Building and maintaining relationships at a senior level with relevant organisations; ○ Setting up MEAL (monitoring, evaluation, accountability and learning) systems, including the use of logical frameworks; ○ High level negotiation and influencing skills, and the capacity to develop and maintain strong relationships at all levels with NGOs, donors’ representatives, and government authorities and officials; ○ Building organizational talent by promoting performance culture and encouraging empowerment and delegation;
Skills	<ul style="list-style-type: none"> • Excellent leadership abilities to manage human and financial resources, with experience in leading change and driving the vision of the organization. • Excellent team management and interpersonal skills. • Decision making skills with the ability to think and manage strategically. • Sound knowledge of participatory approaches • Excellent IT skills • Security and risk management • Demonstrated successful track record in securing funding from institutional donors and grant reporting. • Grant management and reporting • Demonstrated fundraising skills, and experience working with donors; • Must be committed to equal opportunity employment policies and strong standards of ethics; • Adhere to humanitarian principles and international humanitarian laws
Languages	<ul style="list-style-type: none"> • English • Arabic • Hebrew (desirable)