

Head of Mission of Palestinian Territories

OFFER SUMMARY

- **Type of contract** : CDD – Usage Temps plein
- **Expérience** : 5 to 10 years
- **Place** : Ramallah

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organization (NGO). SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most destitute populations.

Secours Islamique France is looking for a Head of Mission M/F based in Ramallah, Palestine.

Secours Islamique France (SIF) has been involved for many years in Palestine throughout project that improve hygiene, sanitations, children well being, Food / water access and security. In 2020, SIF had set there focus on sustainable agricultural projects which contributed to the rehabilitation of 4.9km agricultural roads, and the installation of 21 greenhouses. There missions also involved new projets such as psychological follow-ups for children, orphans and widows and home rehabilitations.

You will be under the supervision of the DESK Manager, as part of the SIF Mission Team and you will be supervising the Human Resources, Finance Officers, Program Coordinator and Logistic Supervisor. You will be in charge of providing the overall leadership and strategic direction of SIF operations in Palestine.

Your main responsibilities are the Following (evolving and non-exhaustive list):

- Coordinate and manage the overall planning and direction,
- Ensure compliance of operations with local law including NGO law, tax, employment, Health & Safety, Insurance and any other applicable law,.
- Supervise the planning and monitoring of project activities and outputs project log-frames, timeframes and budgets,
- Supervise donors grant opening, grant closing and monthly grant monitoring meetings with all departments, as well as activity, procurement and financial planning and reviews,
- Ensure that a safety and security framework for SIF operations is developed, communicated, adhered to and regularly reviewed,
- Oversee budget preparation, and analysis of actual expenditures vs. Budget,
- Ensure adequate management of warehousing, compounds, transportation, goods in kind, and assets according to SIF procedures,

Profile

- Master's degree level in humanitarian studies or similar
- 5 Years minimum in humanitarian work, including experiences as Country Director, or Deputy Country Director, or Chief of Party with INGO's in similar context.
- Substantial experience of strategic thinking, including identifying, analyzing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action.
- Strong leadership skills and a supportive management style (experience managing national and expatriate staff)
- Proficient in the use of MS Office, especially Word and Excel.
- Strong communication skills.
- Written and spoken English.

Conditions

- 6 months, full time, renewable;
- Contract start date : ASAP;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance - 60% covered by SIF;
- Repatriation/liability insurance - 100% covered by SIF;
- Break allowance during the 3- and 9-month breaks;
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months.



SIF's Commitment:

Since it was founded in 1991, Secours Islamique France has believed that diversity is a source of wealth. That's why we consider all applications as long as they have the skills required for the position in question.

Our NGO is particularly concerned about the ethical and deontological aspects of all its activities. In particular, we reserve the right, in compliance with the LEGAL conditions in force, to check criminal records during the recruitment process.

In line with this policy, SIF has zero tolerance for any type of fraud, corruption, moral harassment, abuse or violence of any kind whatsoever, and, more generally, any breach of legislation, regulations or the code of conduct established internally.

As SIF is a humanitarian NGO, the "Do no harm" principle is central: we ensure that the respect and safety of the children we support in our projects is a primary consideration for all our employees and partners. Our charter is a real commitment: we mobilize all our staff to promote, disseminate and respect the principles laid down.

Do you recognize yourself in this profile and support our commitments?

Come and join our chain of solidarity by applying for this job vacancy to the following e-mail address:

recrutement.international@secours-islamique.org