

Job Description
Job Title: Bridge Palestine Project Manager
Contract Duration: Fixed term, 2 years' full-time contract
Location: Taawon's Main office in Ramallah, with frequent travel within Palestine including Jerusalem
Reports to: Operations Director
<p>General Overview of the Bridge Palestine Program:</p> <p>The Program aims to create opportunities for high-achieving and distinguished Palestinian students to enroll in leading international universities through:</p> <ul style="list-style-type: none"> • Develop capacity-building programs to improve English reading, writing, and speaking skills. • Establish career counselling that will help materialize their academic interests into career goals. • Support students with individual mentoring with distinguished Palestinians inside and outside of Palestine. • Provide training and internships within their fields of study, whether it be technology, music, or sports.
<p>Purpose of Position:</p> <p>The Project Manager shall assume the overall responsibility for managing the execution of Bridge Palestine Program including the daily management of action plans, budget, fundraising, internal and external reporting, media, and communication. S/he will work with other team members, partners, and will coordinate partnerships with local organizations and national stakeholders. The PM will contribute to the Program's portfolio growth through participation in proposal development teams and in general, ensuring that the overall time, cost, and quality objectives of the program are met.</p>
<p>Responsibilities & Duties:</p> <p>In accordance with established Taawon policy and regulations, the Project Manager will assume the following responsibilities and duties:</p> <p>Program Management:</p> <ol style="list-style-type: none"> 1. Facilitate the process of program development including formulation of action plans of the Bridge Palestine Program interventions. 2. Manage the sub-projects of Bridge Palestine Program and ensure adherence to the Taawon strategic plan declared objectives, and compliance to Taawon and donors' requirements. 3. Monitor the implementation progress to ensure the achievement of program deliverables in a quantitative, qualitative, and timely fashion. 4. Manage the process of evaluation and assessment of Bridge Palestine Program, projects, and activities. 5. Prepare and manage Bridge Palestine budget properly. 6. Prepare periodic progress reports including budget, success stories, lesson learned, and recommendations to develop Bridge Palestine program. <p>Fundraising:</p> <ol style="list-style-type: none"> 1. Suggest and oversee fundraising strategy in coordination with the Resource Development Department 2. Target new potential donors for Bridge Palestine Program. 3. Document baselines, progress, and reports to donors.



Qualification:

1. Advanced university degree with at least 10 years' experience working with NGOs, donors, and big organizations and preferably in the domain related education and youth empowerment.
2. Previous experience in implementing special programs funded by institutional donors with medium to high levels of compliance requirements.
3. Strong communication and interpersonal skills.
4. Ability to manage a complex and diverse workload and to work to tight deadlines.
5. Ability to contribute to a small, proactive team, motivating staff and working collaboratively with colleagues and providing support and advice as necessary.
6. A full appreciation of the value of co-operation within a team environment.
7. Written and verbal fluency in both English and Arabic.