



POSITION DESCRIPTION

Position Title:	Middle East Director (MED)
Reports To:	General Manager – International Programs
Commencement Date:	July/August 2009
Position Type:	12 month contract (maternity leave cover) based in Jerusalem/oPT

MAIN PURPOSE OF POSITION

Reporting directly to the General Manager for International Programs (GM-IP), the MED is responsible for overseeing and developing Austcare's operations in the Middle East. The MED will manage in-country presence in Jordan, the West Bank, Gaza and Jerusalem as appropriate and develop networks to secure funding and programmatic opportunities consistent with Austcare's regional goals. The MED will manage three project offices as appropriate and resource these offices with qualified staff in line with Austcare policy and procedures.

Austcare will affiliate with ActionAid International (AAI) in 2009 and become ActionAid Australia. As a result of this affiliation reporting responsibilities may be changed to include the AAI regional office and include increased engagement and coordination with MS, another AAI affiliate working in the region.

KEY ROLES AND RESPONSIBILITIES

Representation of Austcare in the Middle East - Liaise with relevant stakeholders, such as government authorities, multi and bilateral agencies, non-government organisations, AusAID and other donors and development agencies, beneficiary groups operating in Austcare's program areas and ensure effective representation of Austcare's interests. Ensure that all legal requirements are met for successful registration in countries of operation.

Strategic management – Develop, update and implement the Austcare Middle East strategy and operational plan. Advise Austcare GM-IP on strategic and operational initiatives relevant to the Austcare Middle East program.

Human resources management – Develop in-country infrastructure and implement human resources policies and procedures including recruitment, contract negotiation and staff management. Provide mentoring and leadership to Austcare local staff and volunteers ensuring that all staff adhere to Austcare policies and procedures.

Program development and coordination – Build strategic relationships, identify opportunities that are well matched to Austcare's capabilities, facilitate project design, and identify and secure funding for appropriate projects.

Program management – Effectively administer programs in accordance with Austcare policies and procedures. Ensure programs are completed on time and within budget, and maximise benefits for the people for whom Austcare works. Ensure Austcare programs are managed, implemented, monitored and evaluated in accordance with AusAID accreditation, ACFID Code of Conduct requirements and Austcare policies and procedures.

Policies and procedures - Ensure understanding of and adherence to all Austcare policies and procedures and assist in the development, enhancement and implementation of Austcare policies and procedures.

Budget and financial matters – Prepare the annual budget for the Middle East program and ensure effective financial management of the office and programs.

Reporting - Ensure that reports to relevant authorities are submitted on time.

Liaison with head office in Sydney - Provide monthly reports and work collaboratively with Program Managers to ensure understanding and agreement on Austcare program management and development in the Middle East.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Substantial experience in organisational and strategic management.
- Experience in leading and training a diverse and cross-cultural team.
- Strong networking abilities.
- Proven leadership and management (including financial) of development programs.
- An entrepreneurial approach to program development and the ability to build strategic relationships, identify opportunities that are well matched to Austcare's capabilities, facilitate project design, secure funding and manage projects.
- Ability to work with donors and meet donor requirements and procedures.
- Knowledge of and experience in working in the Middle East is essential.
- Demonstrated knowledge of challenges and opportunities for INGOs working in the Middle East, in particular, the occupied Palestinian territories.
- Demonstrated initiative, resourcefulness, integrity and cross-cultural qualities.
- A deep commitment to Austcare's vision, mission and values.
- Strong oral and written communication skills in English (Arabic preferred).
- Experience in community development is preferred.

CHILD PROTECTION POLICY

Austcare is a child safe employer and is committed to the welfare of children and their protection from abuse and exploitation. All employees, volunteers and interns are required to comply with the Austcare Child Protection Policy & Code of Conduct. A copy of this document is available on our website. The successful applicant will be required to undergo police and background checks in accordance with this Policy.

ABOUT AUSTCARE

Further information on Austcare can be accessed from our website at <http://www.austcare.org.au>.