



Médecins du Monde is looking for a

PROGRAMME COORDINATOR

OCCUPIED PALESTINIAN TERRITORY

(100%)

Founded in 1993, Médecins du Monde Switzerland is a medical association of international solidarity that is part of the Médecins du Monde network. We provide sustainable access to health care for people in vulnerable situations in Switzerland and around the world.

WE PROVIDE CARE

For nearly 30 years, we have been working to ensure that the right to health is effective for all, without financial, social, cultural, or geographical barriers. We collaborate with civil society organizations and local authorities to implement projects in Switzerland and around the world.

WE BEAR WITNESS

We call up on and accompany regional, national, and international authorities to facilitate access to healthcare and promote respect for human rights. We advocate with decision makers to change things in a sustainable way.

YOUR MISSION

Consequently to the current crisis affecting Gaza, MdM is sizing up its activities and seeks a Program coordinator with knowledge in health, or MHPSS and solid experience in emergency response in a highly volatile environment.

MAIN PRIORITIES

The need of a support for the mission is the consequence of the current crisis affecting Gaza and the West Bank. The ongoing and expected impact at mission level is on the following:

- Programmatic level: ongoing projects delayed or to be revised totally or partially, new project opportunities coming to address the new needs, new axes of intervention will be explored to address the emergency needs
- Operational level: the mission, already in a growing and structuring phase, will be requested to increase the volume of the operations, resulting in a crucial need of support to ensure clear internal processes, smooth coordination between departments, resources optimization, anticipation of the operational needs.

Following these premisses, the priorities for the Program Coordinator are the following:

- Supervise the implementation of the current projects/contracts, with special attention to the upcoming revisions, delays accumulated, field implementation challenges (in WB and Gaza).
- Support the launch of new projects (preparatory activities, setup of the monitoring tools, recruitments,...)
- Support the General Coordinator in the coordination of the operations within the mission, with a special focus on the smooth functioning between departments, on the correct implementation of the current procedures and processes, and suggesting tailored solutions in line with the mission needs evolution.
- Ensure the interim during the Genco absence, including the security and external coordination when needed
- Develop and maintain the correct functioning of the MEAL department, ensuring efficient data collection, analysis and reporting for all the mission interventions.

YOUR POSITION WITHIN THE STRUCTURE

Hierarchical and Functional link: General Coordinator

Team under his/her direct supervision: MEAL officer, MHPSS advisor, Advocacy coordinator

Close collaboration: Mission Coordination team (out of those under his responsibility), HQ's staffs dedicated to oPt.

YOUR ACTIVITIES

1. Context analysis, needs assessment and strategic planning

- To ensure a close monitoring of the humanitarian situation and coordinate ad-hoc needs assessment if necessary and provide monthly updates.
- Provide monthly updates of the humanitarian situation in the areas of intervention and alert if necessary to adjust the operational approach.
- Be proactive in suggesting new assessments and new programmatic developments to adjust program portfolio to existing needs.
- Develop and rolling out the mission strategy based on prior needs analysis, actors mapping, gap analysis and understanding of MdM programmatic added value and mandate.

2. Coordinate and oversee MdM programs

- Ensure quality program implementation, in line with MdM mandate and guiding principles & inform the GenCo of any specific difficulties and share propositions to mitigate the risk.
- Lead the development of the general strategy on MdM programming activities .
- Make sure the different components of the programs are consistent, perfectly integrated and in link with population needs.
- Support the program team in the identification of partners (when needed) and development of healthy and complementary partnership in adequation with MdM values & principles.
- Monitor expenditure and budget compliance on a regular basis, ensure clear budget forecasts are revised monthly based on activity plan, report any concerns to the GenCo and develop plans to mitigate any under or over expenditure.
- Ensure regular communications are maintained between the different departments involved in the programs, ensure all logistics and administrative needs for project implementation are communicated to the support team and planned within budget and chronogram of activities in compliance with MdM processes and procedures and act as a mediator when necessary.
- Ensure the secure archiving and storage of the project's technical information (indicators, list of beneficiaries and sources of verification).

3. Team Management

- Be responsible for the recruitment of the team under her/his direct supervision.
- Carry out appraisals as per MdM standard requirements and procedures.
- Manage his/her team through : information, setting objectives, monitoring activities, etc.
- Supervise the whole program team, ensure regular coordination, information sharing, develop a good team dynamic and take suitable action in case of problem.
- Ensure communication lines of the organizational chart and among the program team are respected.

4. Monitoring and Reporting,

- Ensure, that all needed data of the programs are timely collected and analyzed.
- Carry out a quarterly review of programmatic achievement based on the monitoring framework and available indicators, and to set up corrective measures if needed.

- Ensure that a clear and solid M&E framework is in place at mission level, with regular surveys and a robust complaint & response mechanism.
- Contribute to the organization / realization of external evaluation when requested .
- Contribute to the elaboration of Mdm monthly report.
- Participate in the writing of donor's reports and proposals.

5. Meetings, coordination and representation

- Organise, on monthly basis, meetings with the technical program team and ensure action plans.
- Actively participate in Mdm coordination meetings and other ad hoc meeting decided by the GenCo.
- Make sure that Mdm program team participates in the relevant coordination meetings.
- Participate and lead on external coordination meetings with other health actors and or partners.
- Develop constructive collaboration with authorities, such as Ministry of Health.
- Support the GenCo in case of donor field visits or meetings.

list of missions is not exhaustive and may be changed to reflect developments and specific needs.

YOUR PROFILE

Qualifications :

Academic : University Degree.

Complementary : Master in Humanitarian Action, Public Health, Gender and / or Development/Social Studies.

Language : High level of spoken and written English. Strong assets: French and/or Arabic.

Computer : Advanced office pack user level.

Experience :

- Prior experience at project management and country coordination level mandatory.
- At least 3 in a coordination position with similar responsibilities.
- Proven experience liaising with donors.
- Proven experience managing the safety and security of teams.
- Knowledge of the humanitarian environment and international donors
- Planning and project management.
- Proven experience managing teams of more than 3.

Desirable:

- Experience in the Middle East context and/or the oPt.
- Experience with a healthcare organization.
- Experience in remote management techniques.

CONDITIONS

6-month contract – expatriate status. Renewable upon funding approval.

Brut Salary from CHF 3'749.- to CHF 4'121.- depending on experience.

Duty station: Ramallah or Jerusalem according to Mdm's last assessment of the situation. Salary may vary depending on location.

Family duty station according to the evolution of the context (benefits for family separation can be discussed according to the personal situation).

Guest-house accommodation or private rental according to status, with regular field trips in Gaza and West Bank.

Medical expenses, repatriation and capitalization insurance paid for by Mdm.



DEADLINE FOR APPLICATION

Open until filled

HOW TO APPLY

Send your CV and cover letter (in English or French) + copy of diplomas and contact details of 3 reference persons to rh@medecinsdumonde.ch / Marie Wittwer Perrin, in charge of HR.