



Médecins du Monde is looking for a

GENERAL COORDINATOR

For his programs in occupied Palestinian territories
(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 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.

CONTEXT OF THE MISSION

Médecins du Monde Switzerland (MdM-CH) has been active for 30 years in the oPt and is one of three Médecins du Monde chapters currently operating there. Our teams work in close collaboration with the relevant authorities in the field of health, particularly mental health, and protection. MdM-CH and its partners focus on improving the psychosocial well-being of people exposed to trauma, with a special focus on youth and young adults.

Since October 2023, Israel is massively striking Gaza Strip including civilians and commercial buildings, health care facilities, civilian vehicles, ambulances, and public infrastructures in addition to military sites of the Palestinian armed groups. Massive demolitions, displacement of population and a heavy human price are creating devastating humanitarian consequences.

In the West Bank, tensions are increasing day by day and settlers' violence incidents has a direct impact on the global security.

In addition to its regular programs in West Bank, MdM-CH is implementing emergency operations in Gaza and sizing up its activities.

GEOGRAPHICAL SCOPE OF INTERVENTION: East Jerusalem, West Bank and the Gaza Strip

POSITION IN THE ORGANISATION

1. You will report to the Head of International Programmes at the headquarters.
2. You will supervise the country programs' teams for which you are responsible.
3. You will maintain close functional links with the support manager of the country program for which you are responsible.

MISSION

Develop the country strategy and programme(s) of MdM Switzerland in oPt in its strategic, human, financial, technical, administrative and logistical components, in close collaboration with local partners.

MAIN TASKS

CONTEXT AND SECURITY FOLLOW-UP

- Follow-up and analysis of the local and national context (geopolitical, health, humanitarian needs);
- Contribution to the elaboration and update of the security plan and tools, in collaboration with HQ;
- Management of security incidents.

PROJECT CYCLE MANAGEMENT AND PARTNERSHIP COORDINATION

- Ensure project implementation is in line with donors' requirements (deadline, project's timetable, log frame, indicators, and budget)
- Provision of technical support in project cycle management to the team and partners.
- Conduct of follow-up visits to support the good implementation of the project activities.
- Elaboration of internal reports.

HUMAN RESOURCES MANAGEMENT

- Recruitment of field team members and onboarding of new personnel.
- Management of the MdM team, conduct of evaluations and identification of training needs.
- Provide support to the team (technical, operational, emotional), personnel coaching and career development.
- Ensure knowledge and compliance with local legislation and regulations, as well as with internal guidelines and protocols.

FINANCE & LOGISTICS MANAGEMENT

- Management of finance, logistics team and oversees the financial management of the mission.
- Coordination of the elaboration of yearly mission budgets and multi-year project budgets, and their revisions.
- Knowledge and compliance with local legislation and regulations, as well as with internal guidelines and protocols.

REPRESENTATION AND PORTFOLIO DEVELOPMENT

- Elaboration of a programmatic vision, in collaboration with the authorities, partner and other stakeholders.
- Identification of funding opportunities, primarily from institutional donors, based on a donor mapping and an analysis of donor priorities and deadlines.
- Development of new project proposals, partnership avenues and consortium opportunities.
- Elaboration of external reports and of funding applications to donors.
- Sharing of analyses and data with partners, including other NGOs, UN agencies and the authorities.
- Participation and representation at local and regional humanitarian fora, including the relevant health coordination meetings.

MDM NETWORK COLLABORATION

- Ensure open and regular communication with the other MdM chapters.
- Identification of opportunities for closer operational collaboration and resource sharing.
- Support the review and implementation of the advocacy strategy, in collaboration with the other MdM chapters and the relevant external stakeholders when required.

PROFIL REQUIRED:

Knowledges

- Master in Humanitarian Action, Development/Social Studies, Public Health, International Relations or Law.
- High level of spoken and written English. Strong assets: French and/or Arabic.

Know how

- At least 5 years of experience in a coordination position with similar responsibilities.
- Proven experience in the elaboration of country strategies and identification of humanitarian needs.
- Proven experience managing the safety and security of teams in volatile context.
- Proven experience in planning, follow-up, and evaluation of humanitarian programmes.
- Experience in remote management techniques.
- Proven experience liaising with donors.
- Motivated and adherence to MdM principles.

Additional skills and experiences:

- Experience in the Middle East context and/or the oPt.
- Prior experience working for a medical NGO and/or in the management of MHPSS programmes.

Soft skills

- Excellent interpersonal skills.
- Patience and diplomacy.
- Sense of teamwork and ability to network.
- Thoroughness, organisational and planning skills.
- Analytical skills.
- A self-starter.
- Versatility
- Proactive.
- Caring attitude, empathy.
- Sense of humour.
- Ability to challenge yourself.

CONDITIONS OF EMPLOYMENT, TIME FRAME, START DATE

- International expatriate, salaried, annual salary from CHF 3'355.-. Expatriation allowance CHF 800.-.
- Medical fees, loss of earnings totally covered by MdM. Risk and pension insurance 70% covered by MdM.
- Start date: immediate - to be agreed.
- Position based in Ramallah/ Bethlehem (possible start in remote position). Possibility of moving to Jerusalem at a later date.
- Family posting upon discussion.
- The position will remain open until filled. Applications are considered on a first come, first served basis.
- Only applications that meet the criteria set out in the job advertisement will be processed and will receive a written reply.

HOW TO APPLY

Send your CV, motivation letter, copy of academic certificates and details of three references (At least 2 of whom must be line managers) at rh@medecinsdumonde.ch

Mention: GENCO oPt

Contact: Marie Wittwer Perrin