



POSITION DESCRIPTION

Position Title:	Middle East Director (MED)
Reports To:	General Manager – International Programs
Commencement Date:	November 2010
Position Type:	12 month contract based in oPT

MAIN PURPOSE OF POSITION

Reporting directly to the General Manager for International Programs (GM-IP), the MED is responsible for overseeing and developing ActionAid Australia's Middle East program. The MED will manage existing ActionAid Australia programs in West Bank and Gaza and identify programming and funding opportunities in oPt and other countries in the region, in line with ActionAid's mission, vision and strategy. The MED will manage project offices as appropriate with responsibility for all aspects of programming, HR and financial and administrative management in line with ActionAid Australia policy and procedures.

The MED will work closely with other ActionAid affiliates working in the region (in particular MS Denmark) within the framework of integrating and building ActionAid International (AAI)'s work in the region.

KEY ROLES AND RESPONSIBILITIES

Representation of ActionAid Australia in the Middle East

- Liaise with relevant stakeholders, including government authorities, multi and bilateral agencies, non-government organisations, AusAID and other donors and development agencies, and communities to ensure effective representation of ActionAid Australia's interests.
- Ensure that all legal requirements are met for successful registration in countries of operation.

Strategic management

- Working closely with the Sydney office, AAI and MS Denmark, develop, update and implement the ActionAid Australia Middle East strategy and operational plan.
- Advise GM-IP on strategic and operational issues relevant to the ActionAid Australia Middle East program.

Human resources management

- Develop in-country infrastructure and implement human resources policies and procedures including recruitment, and staff management and supervision.
- Provide mentoring and leadership to ActionAid Australia local staff and volunteers and ensure that all staff adhere to ActionAid Australia policies and procedures.

Program development and coordination

- Build strategic relationships, identify program and funding opportunities in line with AAI's mission and ActionAid Australia's capabilities and design appropriate projects.

Program management

- Responsible for all aspects of program and project management including monitoring and evaluation, in line with AAA policies and procedures, and ensuring projects are implemented on time, within budget, and maximise benefits for the people for whom ActionAid Australia works.
- Ensure AAA programs are managed, implemented, monitored and evaluated in accordance with AusAID accreditation, ACFID Code of Conduct requirements.

Policies and procedures

- Ensure all staff and volunteers understand and adhere to all ActionAid Australia policies and procedures and assist in the development, enhancement and implementation of policies and procedures, including SoPs for staff security.

Budget and financial matters

- Prepare and manage the annual budget for the Middle East program and ensure effective financial management of the office and programs.

Reporting

- Ensure that relevant reports, both external and internal, are accurate, of high quality and submitted on time.

Liaison with head office in Sydney

- Working closely with the General Manager – International Programs. Provide regular reports and work collaboratively with Program Coordinators to ensure understanding and agreement on ActionAid Australia program management and development in the Middle East.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- Substantial experience in organisational and strategic management.
- Experience in leading, mentoring 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 ActionAid's mission, 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 desirable.
- 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 ActionAid's vision, mission and values.
- Strong oral and written communication skills in English.

Preferred

- Arabic language skills
- Experience in community development

CHILD PROTECTION POLICY

ActionAid Australia 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 ActionAid 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 ACTIONAID AUSTRALIA

Please refer to our website at www.actionaid.org.au.