JOB OFFER:

Humanitarian Projects Coordinator
West Bank and Gaza Strip
Occupied Palestinian Territory (OPT)
BACKGROUND
Alianza por la Solidaridad is a Spanish NGO that has been present in the Middle East since 1993. Since 2009, its work has focused on promoting and protecting the rights of Palestinian women, within three main lines of action: Prevention of and response to Gender Based Violence; Women’s economic rights; and women’s participation and active citizenship.

Alianza maintains long-term, stable partnerships with Palestinian organizations with whom it works in a sustained manner, deepening not only the relations and regular contacts through the office in the field, but a fluid communication and analysis of the changes caused by the protracted conflict-related crisis and humanitarian situation in Palestine. Alianza works closely with its partners and support their work in a manner that represents Alianza’s and the partners’ values. Alianza has extensive experience and expertise on women’s rights, a high degree of knowledge of the Palestinian context, and holds strong links with the civil society organizations, other humanitarian actors and local authorities.

Alianza por la Solidaridad has been a member of ActionAid International federation since Jun 2018 and is currently merging its programme in Palestine with that of ActionAid Palestine.

ActionAid and Alianza share the idea that when people become aware that their future is in their hands and when they organize to challenge power structures and contribute to the betterment and changing of institutions, changes can succeed. These changes should take place on a global scale in order to generate maximum impact, and they should be rooted in the political values of solidarity and internationalism.

In addition, for ActionAid and Alianza, social justice, gender equality, and climate justice succeed through individual and collective actions that actively change inequitable and unjust power relationships, either hidden, visible, or invisible, from the home to local, national, and international spaces. The empowerment of people that live in poverty and marginalization, and of women and youth is a crucial part of creating these changes.

Collective efforts and fights are stronger when they are bound together through solidarity, campaigns, and common causes between communities, organizations, and social movements and other allies to influence local and global institutions and public policy.

The Humanitarian Projects Coordinator will ensure a close and accurate technical and financial coordination of the interventions assigned and will contribute to strengthening the country strategy of Alianza in Palestine, together with local partners and the key stakeholders.

MAIN TASKS AND RESPONSIBILITIES
The Humanitarian Projects Coordinator is expected to achieve the following objectives and activities:

**Project Cycle Management**
- Ensure the proper planning of the interventions with local partners in accordance with donor regulations.
- Perform the **technical** and **financial follow up** and reporting of activities in accordance with donor regulations.
- Supervision of the implementation of activities according to the existing work plan and direct implementation of some activities related to the interventions when required.
- Technical support to partners and the Alianza Administration department in Jerusalem for the financial reporting of the activities and for any auditing processes.
- Assessment, design, development and formulation of new project proposals to ensure the continuation/sustainability of the interventions in the area.
- Ensure the development of TORs, recruitment process and follow up on consultancies that may work in the strategy of intervention.
- Provide support to other areas, when required, on the follow up and assessment of programmes and projects.
- Implement the internal communications policies and tools.

**Partnerships and collaboration with others**
- Institutional representation when required.
- Maintain the communications with target groups, partners, public institutions and other relevant stakeholders in Gaza.
- Participation, as required, in coordination for a, such as the Protection Cluster, Cash Working Group and PSEA Network.
- Regular Reporting to OCHA 5W’s and other relevant platforms.

**Merger with ActionAid Palestine**
- Participate in the process of merger with ActionAid Palestine

**Internal Policies, Security and Code of Conduct**
- Apply and adhere to the internal regulations in ALIANZA office in Palestine, including safety regulations.
- Respect ALIANZA’s code of conduct and safeguarding policies.

**REQUESTED KNOWLEDGE AND EXPERIENCE**
- A working command of **English and Spanish** is compulsory.
- Knowledge of Arabic is an asset.
- An advanced degree in Humanitarian Action or International Development.
- Additional studies or trainings in gender and development, gender-based violence in humanitarian settings and developing countries.
At least 2 years of experience in Gender and Humanitarian projects in international NGOs, including technical and financial reporting in accordance with donor standards.

- Demonstrated experience in project design, planning, implementation, monitoring, and evaluation, in particular from a gender perspective and human rights approach.
- Strong command of Spanish and EU Institutional donors’ regulations and compliance (AECID standards knowledge is highly desirable).
- Knowledge of the Middle East with particular emphasis on gender-related issues.
- Conflict sensitive approach and previous experience in crisis-security risks contexts.
- Availability to travel. Frequent travel to Gaza is required.
- Facilitation of group sessions, negotiation and influencing skills.
- Presentation skills; expository writing and speaking.
- Ability to work both autonomously and as part of a team.

LINE MANAGEMENT, CONTRACT AND WORKING CONDITIONS

The Humanitarian Projects Coordinator will report directly to the Palestine Country Manager and the Humanitarian Program Coordinator (based in Spain). ALIANZA will provide a Labor Contract under the category “Expatriate Coordinator”, as per Alianza’s salary scales (30,000€ – 34,000€ per year, depending on the experience of the candidate).

The place of work is ALIANZA’s Jerusalem office but regular trips to Gaza and the West Bank can be expected. No accommodation in Jerusalem is provided. Admin support will be provided by ALIANZA admin team in Jerusalem. The cost of trips to Gaza and West Bank are covered by ALIANZA (Meals, trips to Gaza and accommodation in Gaza, according to ALIANZA standards).

Estimated duration of the contract: open-ended with a 6-month probation period.

The Humanitarian Projects Coordinator will apply and adhere to the internal regulations of the ALIANZA office in Jerusalem, including safety regulations. At the same time, the Coordinator will respect ALIANZA’s code of conduct and SHEA policies.

HOW TO APPLY

Procedures and deadline for submission of proposals:
A CV and motivation letter should be submitted in English or Spanish by email to: rrhh@aporsolidaridad.org indicating the reference “<NAME> Humanitarian Projects Coordinator OPT” in the email subject.
Given the urgency of filling the position, applications will be reviewed and considered on a rolling basis until 1 September 2023. Please note that the position may be filled prior to this date.