



# تنمية وإعلام المرأة فلسطين \_ بيت لحم

## Women Media & Development Palestine - Bethlehem

NO: TAM /2021/J1

### Open Vacancy at Women Media and Development (TAM)

Women Media and Development (TAM) is an organization working to enhance the role and status of women in Palestine and to develop a free and supportive media. We are based in Bethlehem and are currently looking for an enthusiastic and a qualified candidate to join our team and fill the position of Programs Manager.

The Programs Manager will be responsible for organizing and managing programs and activities for our organization. develop programs to support the organization's strategic direction, as well as creating and managing long term goals. The successful candidates will be in charge of developing budgets and operating plans for programs and writing funding proposals and reports.

#### Responsibilities:

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Contribute in developing new programs to support the strategic direction of the organization
- Contribute to developing suitable strategies and objectives
- Contribute to developing budgets and operating plans for TAM's programs.
- Develop an evaluation method to assess program strengths and identify areas for improvement.
- Writing program/project funding proposals and concept notes
- Write effective fundraising applications in response to calls for proposals from government and institutional donors.
- Write high quality project reports for all grants, according to funder's deadlines and specifications, and ensuring a timely approach to gathering information from colleagues.
- Complete monthly status reporting, including reporting against agreed financial targets, operational activities and annual objectives.
- Support the development of annual budgets and expenditure budgets/forecasting for Institutional Fundraising.
- Coordinate cross-project activities
- Lead and evaluate program and project staff
- Ensuring programs goals are being achieved and developing control and follow up deadlines and activities
- Apply change, risk and resource management
- Assume responsibility for the project staff.
- Assess program performance monitoring and evaluation
- Resolve projects' higher scope issues
- Prepare reports for organization director
- Implementing and managing changes and interventions to ensure project goals are achieved.



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- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analysing program risks.
- Working on strategy with the media and communication team.

### Qualifications:

- Bachelor's degree or master degree in, Development, Gender, business or related field
- Proven experience as a Programs Manager or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation and change management principles
- Excellent Knowledge writing results-based reports
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability.
- Fluent in English (verbal and written)
- Proven experience in managing a team.
- Concrete knowledge in human rights and gender
- Excellent research skills
- Ability to manage multiple activities and work to agreed deadlines
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- This description is not exhaustive, and the post holder may be required to undertake duties that are broadly in line with the above responsibilities.
- Organized and demonstrates a high level of attention to detail
- Ability to quickly understand new ideas and concepts
- Ability to work collaboratively with others
- Strong sense of ownership for quality of work, deliverables, and service
- Committed and respectful for TAM's core values
- Active interest in international development issues

Full time job, for two years, and it can be Renewable Based in Bethlehem

Employee is required to work at the office as well as to perform field work. Domestic travel is required.

Starting date: as soon as the person can be.

Interested candidates shall send a Cover Letter and CV to [tenders@tam-media.org](mailto:tenders@tam-media.org), no later than Feb 10th, 2021.