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# Position Description

Position Title

<input checked="" type="checkbox"/>	New
<input checked="" type="checkbox"/>	Revised
<input type="checkbox"/>	No change

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Grade

## West Bank & Gaza

Department/Country



Incumbent's Name (if applicable)

Date Submitted to HR

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## Job Summary

*In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible. Why does the position exist and what must it accomplish. **IMPORTANT: This section, along with the "Qualifications" section and "Working Conditions" section, will appear in the CARE Job Newsletter, so please describe fully.***

CARE West Bank and Gaza (WBG) is implementing an NGO safety project in the Gaza Strip, funded by the European Commission Directorate General for Humanitarian Aid (ECHO). The project seeks to provide services to enhance and preserve the safety of the international non-governmental organization (INGO) and local NGO (NGO) community which provide vitally needed humanitarian and emergency assistance to the 1.4 million people living in Gaza. These services include a communications network and safety-oriented training. In the politically charged environment of the Gaza Strip, the project strives to maintain a position of complete neutrality.

The primary responsibilities of this position are to manage a project funded by the European Commission Humanitarian AID Office (ECHO) and implemented by CARE International to promote the safety of humanitarian organizations and their staff working in the Gaza Strip and to provide expert research and analysis skills to the project. Responsibilities include oversight of all project activities and accountability for results per the GANSO project proposal.

The NGO safety project manager/researcher (PMR) plays a central role in encouraging and supporting networking, information sharing, and coordination between the local and international NGOs, organizing and shepherding a regular flow of information and documentation through an SMS service, radio service, biweekly publication, and monthly meetings, as well as through a website.

S/ he is responsible for all related activities to the project management and providing ongoing leadership, supervision, support, and guidance to 3- 7 staff members, the direct reports. The project manager is based in Gaza and reports directly to the Civil Society Sector Coordinator.

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# Responsibilities and Tasks

Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable (limit responsibilities to five). Include WHY it is done and the impact to the organization. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibility during a typical year.

Employees who supervise other regular employees on a continuous basis should have Staff Management as the number one Job Responsibility. Full supervision includes: performance management, hiring, terminating, developing and coaching the employee in the course of his/her duties. The general rule of thumb for percentage of time for management of others is 5% per direct report. Example: If a supervisor has six direct reports then at least 30% of his/her job should be allocated to supervising those employees.

## Job Responsibility #1

15%
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% of time

### Staff Management

S/he will manage up to five (5) full time employees, including a safety/project coordinator and three radio operators. A CARE webmaster, based in the Jerusalem office, will support the project part time, and the Project Manager/Researcher (PMR) will work closely with the webmaster and his/her direct supervisor to assure smooth, professional management of a frequently updated website. The project will be supported full time with custodial/receptionist support, particularly since the project, due to its nature, works partially out of normal business hours, particularly the radio operator service. The primary responsibilities of this management relationship will include supervision, guidance, support and leadership and involves performance management, hiring, terminating, developing and coaching the reports in the course of their duties.

- S/he will be required to review the job descriptions and adopt if needed, orientate the new staff in conjunction with the HR department.
- Manage the performance of the immediate reports to ensure the programme's objectives are achieved and that staff have the proper skills and motivation to produce. (This includes developing IOP's, training, coaching and mentoring, as well as completing performance appraisals for each staff member)

## Job Responsibility #2

25%
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% of time

### Biweekly and specialized reports

The PMR is responsible for the writing of biweekly briefing reports which will be disseminated by the project. This reports will include a wrap up of discrete incident reports in the reporting period, placing these incidents in larger political, social, and economic context in order to inform the decision making of INGO and NGO managers and staff. The report may also include articles on topics of interest pertaining to social, political, and economic trends as desirable and necessary. For examples of the kind of reporting envisioned, please see attached example reports and visit [www.icg.org](http://www.icg.org) and [www.gaza-nso.org](http://www.gaza-nso.org).

The PMR is also responsible for writing various reports on issues that enhances safety and security of the humanitarian community in the Gaza strip. The exact focus of these reports will be identified based on regular consultation with representatives of NGOs working in Gaza

### Job Responsibility #3

20%
<i>% of time</i>

#### Monthly Briefings

The PMR will conduct a minimum of monthly oral briefings to INGO/NGO beneficiaries and others in a semi-public forum in Gaza. These briefings will include a presentation of analysis of political, social, and economic trends in Gaza, the region and internationally and how those trends may impact the operational environment for beneficiary organizations. It will also provide an opportunity for discussion and feedback.

The analyst will be expected to prepare for this meeting and lead presentation, as well as being ready, along with other project staff to field questions.

Briefings will not be intended to offer safety advice, only to provide timely, high-quality analysis that underpins decision-making.

### Job Responsibility #4

25%
<i>% of time</i>

#### Project Activities Management

S/he is primarily responsible for the successful implementation of all project activities, that Support the delivery of safety services and information to support INGO/NGO autonomous decision making about safe operations in the Gaza Strip.

1. Establish and disseminate, as appropriate, relevant emergency management mechanisms and tools, such as communication tree, contact lists, warden system, etc.
2. Participate ex-officio in an Advisory Board for the project, working in close cooperation and in support of the CARE Civil Society Sector Leader on this tasks
3. The PMR will work with stakeholders, beneficiaries, and the Board establish a priority list of training needs in support of humanitarian agency safety in the Gaza Strip. The PMR will work with the CO team to identify training service providers, per the GANSO contract and to set up regular training events in Gaza and the West Bank.
4. Oversight and management of GANSO training inputs.
5. Maintains and monitors the internal communication and information systems to ensure effective transmittal of information for day to day activities and in cases of emergencies.
6. Oversees project staff maintenance of maintain correspondence file, and ensure that security information is kept in accessible electronic and paper systems.
7. Prepares project progress reports as required by the donor.

## Job Responsibility #5

10 %

% of time

Liaison and co-ordination

.In consultation with UNDSS/UNWRA liaise with all role players and other relevant stakeholders.

2. Gather and collate available security information from existent sources such as OSAC, UN, AIDA, etc
3. Establish good working relations and rapport with the NGO community to provide them with relevant safety information as well as to get feedback from NGO community on safety matters in the field.
4. Build on existing emergency preparedness contact persons to collate information on the ground and through information exchange, network to strengthen the potential for successful risk management.

## Job Responsibility #6

%

% of time

## Job Responsibility #7

5%

% of time

Perform **other duties** as assigned.

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## Problem Solving

*There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.*

**Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.**

Level 2. But while generally what has to be done is known, the volatile, highly politicized context constantly brings new, often non-recurring challenges requiring analysis, problem definition and the development of alternatives.

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## Qualifications (Know-How)

*Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.*

### Education/Training

*e.g. high school diploma; college degree (specify major/minor); specialty (CPA, Midwife, etc.). Include the following phrase when possible: "or equivalent combination of education and work experience"*

#### Required

- Degree in political science, sociology, anthropology, economics, security studies or other related fields, which included a heavy emphasis on analytic writing or an equivalent blend of experience and educational background to support the responsibilities of this job

#### Desired

- Graduate degree in related field

## Experience

*Number of months/ years of previous professional experience in a similar position*

### Required

- Demonstrated political/economic/social analysis skills
- Demonstrated English language writing skills at an exceptionally high level
- Demonstrated research ability
- Ability to work and write under pressure and against deadlines.
- Sophisticated understanding of the history, politics, economics, and culture of the modern Middle East

### Desired

- Experience as a journalist or with journalistic writing
- In-depth knowledge and experience of the occupied Palestinian Territories and the Gaza Strip in particular
- Experience in conflict zones
- Basic understanding of Arabic language
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## Technical Skills

*Examples: languages; planning; budgeting; word-processing; basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.:*

### Required

- Ability to research, analyze and articulate the Gaza political, social, and economic context and demonstrate linkages to the operational safety of humanitarian workers
- Ability to write concisely and clearly to tight timelines
- Outstanding communications and presentation skills
- Strong problem solving skills
- Strong interpersonal skills
- Excellent English language skills
- Facility with Microsoft Office program use

### Desired

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## Competencies

Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.

Respect

Integrity

Diversity

Excellence

communicating with impact

organizing skills and time management

stress management

adaptability

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## Freedom to Act / Impact

Please select the level of responsibility/contribution:

- PRIME (takes full and total responsibility)
- CONTRIBUTORY (provides support and contributes to the overall success)
- ANCILLARY (provides support but contributes indirectly to the overall success?)

## General Accountability

List the types of decisions the jobholder can make without prior approval.

- The GANSO Project Manager/Researcher is responsible for and accountable for the production of a high quality written analytic documents of about 4-6 pages every two weeks and an oral briefing once a month to stakeholders. The incumbent is required to show independence, initiative, and leadership in his/her duties, while working closely with the CARE Country Office management.

Describe this position's level of autonomy for determining staffing of its area of responsibility.

This position will supervise the project coordinator and three radio operator as described in above.

## Financial Accountability

Dollar amount of budget managed

\$ 1,000,000

Dollar amount of signing authority for this position

\$5000

Provide detail as to the financial impact and magnitude of this position:



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## Contacts/Key Relationships

List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

	<b>Position Title</b>	<b>Relationship Purpose</b>
<b>Internal:</b>	Civil Society Sector Leader	Direct supervisor
	Assistant Country Director-Program	Project oversight
	Emergency Coordinator	Project activity and reporting support
<b>External:</b>	Project beneficiaries	Establish priorities and partnerships
	Project stakeholders	Ensure coordination and cooperation

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## Living Conditions

Describe the location of work, expected percentage of travel, special conditions that apply to the position.

**Location** **Gaza**

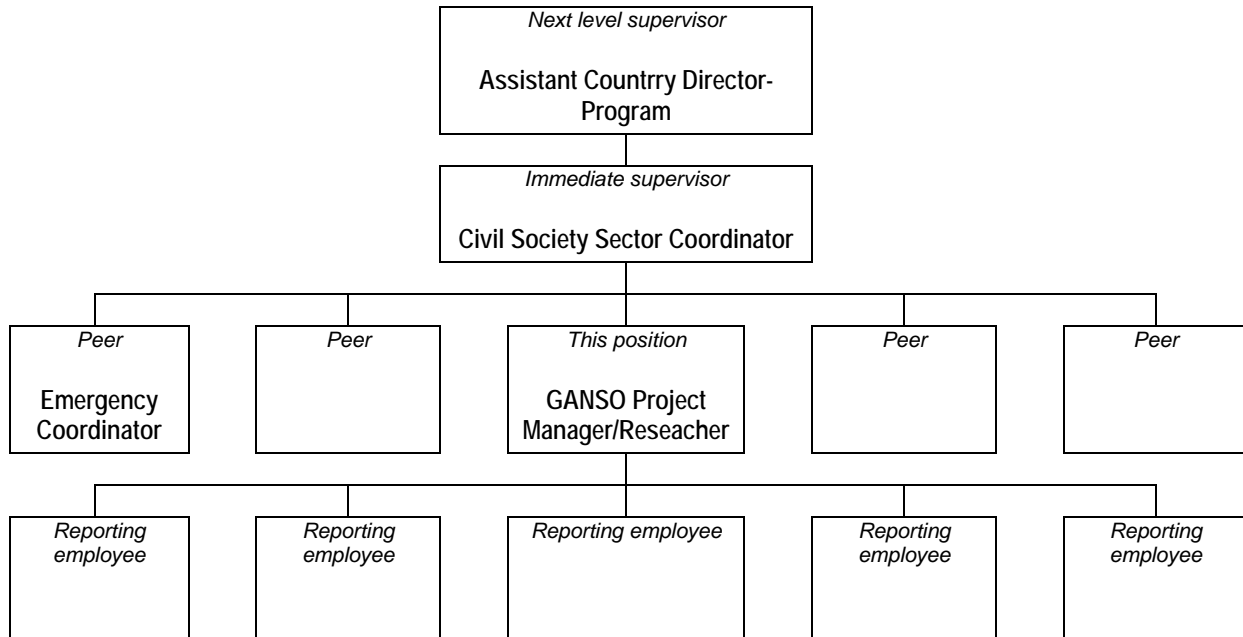
**Expected percentage of time traveling** **30%**

### Special Conditions

(e.g. availability of basic schools/medical facilities, security situation)

The position will be located in CARE's Gaza Office. Gaza, while currently fairly calm, is a conflict zone and has been under seige for more than two and a half years, meaning that many items are unavailable and the population is increasingly poor. Gaza is one of the most densely crowded places in the world and infrastructure is strained to the breaking point. All access to Gaza at present is through the Israeli maintained Erez checkpoint. Travel through Erez requires special coordination and is on foot only. Travel in and out of the country is via Tel Aviv's airport or by land crossings to Jordan.

# Organization



\_\_\_\_\_  
*Supervisor's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Next-level Supervisor's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Regional Coordinator's signature*

\_\_\_\_\_  
*Date*

Please be sure to complete this position description in its entirety. Incomplete descriptions delay posting and grading. Submit all jobs to the regional coordinator by Monday of each week for posting or grading.