



## **Lead a strategic initiative in the Middle East where you can impact thousands of lives through leading humanitarian and development efforts!**

**JOB TITLE:** Chief of Party – Middle East (EMEA)

**REPORTS TO:** Director of Operations (EMEA)

**SALARY:** Competitive salary and benefits package in the not-for-profit market

**LOCATION OPTIONS:** Based at local office in Beirut, Lebanon OR Amman, Jordan

**TRAVEL:** Position will require 30-40% travel within the Middle East

Habitat for Humanity International (HFHI) in Europe, Middle East & Africa is currently recruiting for a proven successful international development professional to fill the role of Chief of Party in the context of protracted crisis response and development efforts. The Chief of Party is a critical partner in the development of longer-term risk reduction and resilience building strategy for the Middle East region, addressing both the needs of refugees and other vulnerable communities. This position will manage the program implementation by designing, planning, overseeing, monitoring, evaluating and reporting on housing and human settlement program and project activities in accordance with organizational and donor requirements. He/she will plan and implement the activities to achieve the greatest impacts as possible.

### **KEY RESPONSIBILITIES:**

- Provide strategic leadership to both Habitat for Humanity Lebanon and Habitat for Humanity Jordan, field project staff, sub-grantees and consultants; including but not limited to yearly work and performance plan preparation, regular review of project activities, budget monitoring, as well as short- and long-term priorities with the aim of having smooth implementation while creating a sustainable program and organizational environment.
- Under the direction of the EMEA regional office, lead the development of HFHI's long-term regional growth strategy for the Middle East program and ensure that strategy's implementation.
- Implement institutional donor funded housing and human settlements projects with focus on protracted crisis response, risk mitigation and resilience building ; provide risk management of projects funded by high-level institutional donors.
- In coordination with the respective HFHI functional department and aligned with HFHI policy, oversee operational support services (HR, finance, administration, grants management, etc.) ensuring local procedures, compliance mechanisms and policies are in place.
- In conjunction with finance, logistics and program managers support internal and external annual audits and mid-term program evaluations, ensuring any agreed recommendations are implemented and adopted within the project implementation period. Also advise the national organizations and the project team on the terms and annexures of any pertinent contracts and/or agreements.
- Work with relevant staff to identify any implementation-related technical issues/challenges and provide capacity building in these areas, including but not limited to 'do no harm' and cultural

sensitivity principles. In addition, prioritize cross-cutting areas such as gender sensitivity, Protection and Inclusion, Safeguarding (including Prevention of Sexual Exploitation and Abuse and Child Protection,) and Accountability to Affected Populations through Community Based Feedback Mechanisms for prioritization throughout program implementation.

- In coordination with HFHI legal department, review contract, grant conditions and other legal documents relating to the program to ensure the terms and conditions are compliant with required procedures.
- Review budget regularly and ensure the co-applicants and sub-grantees are adopting the compliance and financial procedures of donor.
- Compile, draft, review and edit project narratives and financial reports in accordance with requirements; ensure the timely submission of reports.
- Collaborate with the national organizations who liaise with internal and external stakeholders, developing strong relationships with central and local government authorities, partners, researchers and other relevant stakeholders.
- Represent the project and the organization within the public arena at both the national and local levels, ensuring the sharing of project information regarding the achievements, challenges and lessons learned.
- Oversee the design and implementation of the communication strategy to program commitments and fundraising strategies.
- Coordinate with program, finance and administration staff to ensure operational systems are in place to support field activities (including logistics, procurement, security, administration and human resources).
- Work closely with country-level security focal points to develop and maintain systems that ensure the safety and security of the team in all aspects of its work.
- Ensure that programs are designed and implemented with a clear analysis and understanding of security management priorities.

#### **REQUIREMENTS:**

- University degree in international development, business, economics, or related field of study.
- 10+ years of progressively responsible international work experience implementing multi-sector development programs with demonstrated strong management and coordinating skills.
- 7+ years of experience managing donor-funded and/or other humanitarian and development programs, with demonstrated experience leading a team to achieve results.
- Extensive experience working in the Middle East region required.
- Experience with institutional funding (bilateral and multilateral).
- Relevant technical background, preferably in the areas of housing and settlements, protracted crisis response, and disaster response, risk mitigation and reduction.
- Demonstrated leadership and management skills related to program management, including budget and personnel management, motivating and supervising team efforts, solid performance management, including program planning, implementation, monitoring, evaluation and learning (MEAL), and achieving success in complex activities.
- Experience managing complex grants programs.
- Demonstrated effectiveness in developing and maintaining unbiased and professional working relationships with government officials, civil society partners, and other counterparts and clients.
- Proven ability to develop and communicate a common vision among diverse partners and the ability to lead multidisciplinary teams required.

- Strong oral and written communication and interpersonal skills in English.

**PREFERRED:**

- Master's degree.
- In-depth understanding specifically of the Middle East and North Africa context.
- Arabic language skills.

**HOW TO APPLY:**

To apply for the post, please submit your application online via our [career site](#).

*HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*