



Founded in 1976, Habitat for Humanity International (HFHI) is a Christian housing organization serving families in more than 70 countries around the world who are living in sub-standard housing. Since its founding, it has built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter!

JOB TITLE: Chief of Party – Disaster Response (Middle East)

JOB LOCATION: Amman, Jordan; regular travel to Lebanon required.

LENGTH OF CONTRACT: 1 year, initially.

HFHI in Europe, Middle East & Africa is currently recruiting for a proven successful international development professional to fill the role of Chief of Party / Director - Disaster Response (Middle East), who will be a critical partner in the development of longer-term disaster risk reduction and response strategy for the Middle East region. This position will report to the Director of Programs for Europe, Middle East & Africa and the Senior Director of Disaster Risk Reduction and Response for HFHI.

The Chief of Party / Director - Disaster Response (Middle East) is responsible for leading the implementation of the disaster risk reduction and response program in the Middle East; managing relationships with Habitat for Humanity Lebanon and Habitat for Humanity Jordan; cultivating and managing relationships with critical partners and stakeholders; overseeing program and project implementation; managing relationships with internal departments at headquarters; and cultivating relations with current and potential donors throughout the donor management cycle.

KEY DUTIES INCLUDE:

- Manage the implementation of the overall program by designing, planning, overseeing implementation, monitoring, evaluating and reporting program and project activities in accordance with HFHI and donor requirements. Plan and implement the activities to achieve the greatest impacts as possible.
- Provide strategic leadership and direction 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.
- Working independently, implement institutional donor funded projects with focus on disaster risk reduction and response and emergencies; provide risk management of projects funded by high-level institutional donors.
- Lead the development of long-term regional growth strategy for HFHI and collaborate with the leadership of the regional office on ensuring that strategy's implementation.
- Oversee operational support services (HR, finance, administration, grant management, etc.) ensuring local procedures, compliance mechanisms and policies are in place.
- In conjunction with finance, logistics and program managers, oversee internal and external annual audits and mid-term 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 and disaster risk reduction and response for prioritization throughout program implementation.
- 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 for program activities.

REQUIRED SKILLS AND EXPERIENCE:

- Bachelor's degree in a relevant field such as Business Administration, International Development, Community Development, Engineering, Architecture or Social Sciences.
- 10+ years of progressively more responsible work experience implementing donor-funded, multi-sector development programs.
- Relevant and proven experience in organizational, programmatic, project, staff and financial management.
- Experience working in fragile/unstable country environments.
- Understanding of and experience with the administrative and financial procedures involved with institutional grants.
- Effective communication skills in English, both written and oral.
- Team leadership and management skills.
- Strategic planning skills.
- Contract management skills.
- Analytical and problem solving skills.
- Decision making and negotiation skills.
- Master's degree preferred.
- Language skills in Arabic and/or French preferred.

HOW TO APPLY:

Submit your CV along with a letter of motivation online through our career site at:

<http://www.habitat.org/job/chief-party-disaster-response-middle-east>

The position offers a competitive compensation and benefits package in the non-governmental organization market.

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.