

## FIELD DELEGATIONS

## HEAD OF MISSION

### REFERENCE: Head of Mission. Delegation in Jerusalem (Palestine)

<b>Workplace:</b>	Jerusalem
<b>Gross annual salary:</b>	According to organizational standards
<b>Workday:</b>	Full time
<b>Incorporation:</b>	Immediate
<b>Contract period:</b>	Indefinite
<b>Procedure:</b>	Interested persons should send their CV and motivation letter to <a href="mailto:promocionsocial@promocionsocial.org">promocionsocial@promocionsocial.org</a> Subject: REFERENCE: Head of Mission. Delegation in Jerusalem (Palestine) Maximum deadline for receiving applications: April 8, 2024

### DESCRIPTION

The Head of Mission is responsible for the management of Projects and programs under the supervision of the Project Management at the Headquarters of Social **Promotion Foundation** in Madrid (ensuring the coherence and systematization of the organization's work. in the country, following the existing Strategic Planning.

He/She is the person who represents Social Promotion before key actors in the field of development cooperation and humanitarian action, among which are donor entities, international and local non-governmental organizations, Spanish Cooperation Office, United Nations offices, European Union, government offices, local partner entities and other interested parties. Likewise, it coordinates and collaborates in the technical and economic management work of the Projects, programs and agreements carried out from the Foundation's delegation in Jerusalem, providing, when necessary, support to other Social Promotion delegations in the region, ensuring the coherence and systematization of the Foundation's work at the regional level.

### MAIN RESPONSIBILITIES

- **Representation** of Social Promotion before donor entities, local partner entities and other actors (Consulate of Spain in Jerusalem, OCE, Embassies, local authorities, offices of the United Nations and other international organizations, as well as coordination groups on the ground). It includes contact at the institutional level, under the direction of Headquarters, to ensure a good relationship at all levels.
- **Identification of new donors and partner entities.**
- **Develop work plans** for the execution of interventions.
- **Coordinate the monitoring** of the proper implementation of Social Promotion projects in Palestine and its local partners through field visits and regular contacts with partner entities/counterparts.
- **Drafting** technical and financial monitoring, final and intermediate reports for donor entities and Social Promotion.
- In close collaboration with the financial team at Headquarters, **financial monitoring** of the actions and projects implemented, ensuring compliance with the standards established by the donor entities.
- **Preparation** of follow-up and final reports based on pre-established formats.
- **Classification and custody** of the documentation generated, as well as sending documents justifying expenses to Headquarters.
- **Keep** Headquarters regularly informed about the interventions under your responsibility, notifying any problems or delays in implementation that arise during implementation.

- **Preparation** of project/program/agreement proposal documents.
- **Coordination** with the Social Promotion offices in the Middle East region: Amman, Beirut and Cairo.
- Carrying out other tasks according to the needs of the Foundation, such as attending meetings, identifying new donor and partner entities and establishing synergies with potential actors, under the support of the Headquarters.

## POSITION REQUIREMENTS

### TRAINING:

- Completed University degree and Postgraduate Degree in International Cooperation and/or Humanitarian Aid.
- Training and/or experience in Gender in Development, Human Rights approach and **Agenda 2030** will be valued.

### PREVIOUS EXPERIENCE:

- Experience of at least 5 years in Management and Monitoring of Development Cooperation Projects, with at least 3 years of field experience.
- Knowledge and experience in the geographical area of the Middle East (experience in Palestine will be an advantage).
- Experience in personnel management.
- Experience in regulations, monitoring and management of funders such as: AECID, European Union and decentralized cooperation.
- Experience in Results-Based Management will be valued.

### COMPETENCE PROFILE:

- Availability to work in Palestine, with headquarters in Jerusalem and frequent field visits.
- Flexibility and adaptation to change.
- Management and teamwork.
- Excellent planning and organization skills.
- Excellent communication, listening and influencing skills.
- Highly focused on deadlines and results.
- Creativity.

### OTHERS:

- Languages: demonstrable high oral and written command of English. Valuable Spanish and Arabic.
- Use of computer tools: Word, Excel, PowerPoint, Access, Internet.
- Commitment and fulfillment with the Mission, Vision and Values of the Foundation.
- Work permit in Spain and the European Union. Possession of a work visa in Palestine will be highly valued.
- Availability and flexibility according to the needs and schedule of the projects.

## ABOUT SOCIAL PROMOTION FOUNDATION

The Social Promotion Foundation is a private, non-profit institution. Since 1987, the Foundation, through its programs and projects, has tried to promote human, social and economic development in accordance with the dignity of the person and respectful of the cultural identity of peoples and social groups.

The first development cooperation project in the Palestinian Territories began in 1994. Since that date, it has maintained continuous activity with the implementation of projects in sectors such as

self-sustainable agricultural development, water resources management, education, job creation, socio-economic empowerment of women, etc.

It currently develops various programs and projects to promote sustainable and inclusive rural development and food security from a multi-sector perspective, through the correct management of water resources and a strong environmental component. Likewise, it works towards the empowerment of Palestinian women.

**MISSION**

The mission of Social Promotion Foundation is to ensure that all people can live according to their human dignity, being the protagonists of their lives and driving their own development.

**VISION**

Its vision is to build a culture of solidarity centered on the person and the need to achieve better and more dignified living, working, freedom and social participation conditions for all.

**VALUES**

Its aspiration is to reinforce the capabilities of each person, relying on an agile and efficient organization, giving prominence to civil society and promoting true development. The values that make up the institutional mission of Social Promotion are specified in the following Institutional Purposes:

- 1 Contribute to reducing poverty and inequality through human, economic and social, sustainable and balanced development.
- 2 Encourage education and professional training as engines of a sustainable development, generator of wealth and social Leadership.
- 3 Encourage the promotion of women in all sectors and activities, to increase their social participation and encourage their access to decision-making.
- 4 Support minorities to guarantee access for all, in conditions of justice and equity, to basic goods and services, and to foster cultural dialogue as well as the contribution to peace.
- 5 Promote and disseminate culture as a qualified expression of man and his historical vicissitudes, and as a contribution to the dialogue between different cultures.
- 6 Contribute to creating a greater public, responsible and supportive conscience in society, and especially among young people.

For more information about the Foundation: <https://promocionsocial.org/>