



Job Description: Education Operations Manager

Position Title: Education Operations Manager

Organization: HEAL Palestine

Reports To: Executive Director

Location: Gaza Strip (with potential travel to other locations as required)

Employment Type: Full-time

Job Overview:

The Education Operations Manager will be responsible for managing all aspects of HEAL Palestine's operations related to building and running educational programs in Gaza. This includes working closely with the HEAL Education Advisory Board, managing on-the-ground staff, initiating and supervising educational projects, and reporting on the progress and effectiveness of these programs.

Key Responsibilities:

1. Program Management:
 - Oversee the planning, implementation, and evaluation of educational programs in Gaza.
 - Ensure that program activities operate within the policies and procedures of the organization.
 - Develop new educational initiatives in collaboration with the Education Advisory Board and Executive Director.
2. Staff Management:
 - Recruit, train, and supervise local staff and volunteers involved in educational programs.
 - Provide ongoing support and professional development opportunities for staff.

- Conduct regular performance evaluations and provide feedback to staff.
3. Advisory Board Coordination:
- Work closely with the Education Advisory Board to align program goals with the organization's strategic plan.
 - Facilitate regular meetings with the board to discuss program progress and solicit feedback.
 - Implement board recommendations and integrate them into program operations.
4. Reporting and Evaluation:
- Monitor and evaluate the effectiveness of educational programs and report findings to the Executive Director and Board.
 - Prepare and submit regular progress reports, including data on program outcomes and impact.
 - Ensure compliance with all grant requirements and donor expectations.
5. Budget and Resource Management:
- Assist in the development and management of the program budget.
 - Ensure that program activities operate within the approved budget.
 - Identify and pursue additional funding opportunities to support educational programs.
6. Stakeholder Engagement:
- Build and maintain relationships with local and international stakeholders, including schools, government agencies, NGOs, and donors.
 - Represent HEAL Palestine at relevant meetings, conferences, and events.
 - Advocate for the educational needs and rights of children in Gaza.
7. Operations and Logistics:
- Coordinate logistics for program activities, including transportation, materials, and venues.
 - Ensure that all operational aspects of the programs run smoothly and efficiently.
 - Implement risk management strategies to ensure the safety and security of program participants and staff.
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Qualifications:

- Bachelor's degree in Education, Nonprofit Management, International Development, or a related field. Master's degree preferred.
 - Minimum of 5 years of experience in program management, preferably in the education sector and/or in conflict-affected areas.
 - Proven experience in managing staff and working with advisory boards or committees.
 - Strong project management skills, including the ability to plan, execute, and evaluate programs effectively.
 - Excellent written and verbal communication skills in English and Arabic.
 - Ability to work independently and as part of a team in a fast-paced and challenging environment.
 - Strong understanding of the educational context and challenges in Gaza.
 - Proficiency in G-Suites, MS Office and other relevant software.
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Application Process:

Interested candidates should submit their resume, a cover letter detailing their relevant experience and qualifications, and contact information for three professional references to [email address]. Applications will be reviewed on a rolling basis until the position is filled.

HEAL Palestine is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description is intended to convey information essential to understanding the scope of the Education Operations Manager's position and it is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the role.

