



**Title: Education Program Manager**

**Organization:** HEAL Palestine

**Reports To:** Executive Director

**Location:** Remote (with travel to Middle East)

**Employment Type:** Full-time

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**About the Organization:**

HEAL Palestine was founded on January 1, 2024, as a nonprofit organization dedicated to helping children in Palestine, with a special focus on Gaza children, using a holistic approach that empowers our volunteer community globally. We focus on building programs that help heal children and give them opportunities in Health, Education, Aid, and Leadership (HEAL).

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**Overview of Position:**

The Education Program 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.

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**Primary Responsibilities:**

1. Program Management:
  - Oversee the planning, implementation, and evaluation of educational programs in Gaza and Egypt.
  - 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 Education Advisory Board to discuss program progress and solicit feedback.
  - Implement Education Advisory 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 Education Advisory 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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**Requirements:**

- 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.
- Minimum 3 years experience in the education sector required.

- Proven experience in managing staff and working with advisory boards or committees.
- Ability and willingness to travel to Egypt as well as to Gaza when permissible and situation is more stable.
- 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 Microsoft Office and other relevant software.
- Familiarity with Middle Eastern cultures and issues affecting the Palestinian community.
- Proficiency in spoken Arabic required.

The above job description does not contain a comprehensive listing of activities, duties, or responsibilities that are required of the personnel.

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**Application Process:**

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to [HR@healpalestine.org](mailto:HR@healpalestine.org). Applications will be reviewed on a rolling basis until the position is filled.

HEAL Palestine is committed to diversity and equality in employment and encourages qualified candidates from all backgrounds to apply.