



Job Opening: Project Manager

Location: East Jerusalem

Job Type: Full-time

Experience: Minimum of 5 years

Deadline for Application: September 25th, 2023

### **About Sabeel:**

Sabeel is an Ecumenical Liberation Theology Centre dedicated to the development and promotion of Palestinian Liberation Theology. Our work extends throughout the country, and has a significant impact regionally and internationally.

### **What We're Looking For:**

Sabeel is in search of a transformative individual who can inspire and consistently deliver high-impact results. We value transparency and the exceptional management of resources. Our ideal candidate is committed to achieving excellence in program outcomes.

Sabeel celebrates diversity and is committed to creating an inclusive environment for all staff members. If you are interested in the position please send your CV to [Sabeel@sabeel.org](mailto:Sabeel@sabeel.org) by Sept 25th. Interviews will be conducted on a rolling basis. Only candidates that meet the Job requirements will be contacted.

### **Project Manager**

- Responsible for accomplishing project goals and objectives required within project parameters, such as time, cost, and agreed quality standards in full cooperation with project staff.
- Developing/overseeing a detailed implementation plan for the project in cooperation with other project staff.
- Responsible for maintaining the project budget and ensuring that spending is according to plan.
- Supervise project cycle management within the scope of the project.
- Manage and supervise program resources, KPIs and Progress Markers for all components.
- Oversee program-wide media & communication plans and related materials.
- Oversee the planning, preparation and management of trips, events, training workshops, and all activities related to the project.
- Identifying and managing potential risks and taking corrective actions.
- Conduct regular field visits and supervision of the project implementation activities. This includes quality control of deliverables, quantities follow up, work documentation and other related tasks.

- Participate in drafting project documents such as official communications letters, tenders, budgets, cash flows and work schedules.
- Supervise and provide technical advice to the project team members.
- Coordinate with staff to ensure smooth implementation of activities planned between various stakeholders
- Prepare donor reports while ensuring high standards and submit them on time.
- Plan and prepare and oversee monitoring visits.
- Preparing and reviewing submissions and reports as required.
- Liaise regularly with other staff and project partners in monitoring progress towards achievement of desired gender results.
- Participate in the recruitment of the project staff and consultants and services
- Ensuring projects adhere to frameworks, donor regulations, and that all documentation is maintained appropriately.
- Ensuring data quality within the project and analysing the data to report on the outcome level.
- Uphold and abide by all required policies
- Other duties as needed within the previous scope of work

**Experience, competencies and qualifications:**

- A. Jerusalem ID is a must
- B. An advanced university degree or equivalent in relevant field
- C. Good knowledge of donor policy and procedures
- D. Good verbal and written communication, interpersonal and team skills
- E. Fluency in English both written and verbal
- F. Relevant working experience in project management to large projects
- G. Previous work experience with international NGO/CSOs is preferred
- H. Proven experience in coordinating and managing relationships with international and local partner organisations and donors
- I. Ability to work under pressure
- J. Proven organisational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues
- K. Precision and meticulousness
- L. Problem-solver approach with demonstrated resourcefulness in setting priorities and creating efficiencies
- M. Demonstrates integrity with regards Sabeel values and ethical standards
- N. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- O. Treats all people fairly without favouritism