



PRCS is looking for **Projects' Unit Manager** in Planning, Partnership and Projects Department to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement no later than **21/1/2025** Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني - Careers \(palestinercs.org\)](http://palestinercs.org)

Job Title: Projects' Unit Manager

About PRCS:

The Palestine Red Crescent Society (PRCS) is an officially recognized independent Palestinian National Society. It enjoys legal personality and is part of the International Red Cross and Red Crescent Movement. The Society, which operates in Palestine and the diaspora, works in the field of humanitarian work, relief, health and social services.

Responsibilities:

Main Tasks:

- Review annual operational plans of PRCS programs, branches and diaspora according to the PRCS strategic goals in coordination with the Planning Department
- Identify PRCS needs among departments and programs, and set the priorities based on PRCS strategic framework, and emergency and operational plans.
- Lead Project Proposals writing and design, according to the guidance of PRCS Management and in cooperation with the relevant departments and programs.
- Review and evaluate PRCS proposals and obtaining necessary approvals from the management before submitting it with the funders.



- Follow up projects agreements by seeking advice from the finance and administration department and PRCS legal advisor when necessary .
- Oversee project kick-off and closeout meetings and orient each team on the contractual obligations of each project and the required templates to use in coordination with the Projects Department/HQ.
- Follow up the development and implementation of projects PoA with their coordinators.
- Follow up the process of designing estimated budgets for the expected projects and review them by the Finance Department in accordance with the financial policy of PRCS.
- Support with the Projects Module system, and set up an automatic reminder system to ensure that reporting deadlines are known and met by implementing by PRCS departments and/or branches.
- Arrange and support field visits of PRCS partners and project`s stockholders in coordination with the PRCS relevant component, under the guidance of Partnerships Unit and the department director.
- Attend and participate in regular meetings with PRCS departments and partners and other donors and organizations when requested.
- Compile and analyze M&E data on each project and accumulatively, including data on input, process, output, outcome and impact indicators, lessons learnt and best practices in coordination with Project department/HQ .
- Update the list of projects mapping in PRCS Fields of work in Palestine and the Diaspora.
- Prepare the regular reporting and analyses of Projects at PRCS HQ, to guide management decisions and further development.



- Contribute in the process of capacity building of the project team through various relevant technical training and consultation.
- Respond to any request from the management in regards of emergency commitment.
- Support the Director of Planning, Partnerships and Projects in leading Projects Management at a central level from PRCS HQ according to PRCS systems and procedures

Qualifications:

- Bachelor's Degree in Projects Management, or Business Administration, or a related Management field. MBA is preferable.
- Minimum 5 years of experience as Projects, MEL or grant management positions, with responsibility for programme and/or project management, in a humanitarian context, preferably within the non-profit or NGO sector.
- Proven track record in successfully securing grants and managing a wide portfolio of projects
- Strong knowledge of grant compliance and financial management, of various international donor regulations.
- Excellent written and verbal communication skills in Arabic and English. Fluency in English, both written and verbal is key.
- Strong project management skills, with the ability to manage multiple projects and priorities
- Proficiency in using Projects management and grants management softwares
- High attention to details and ability to maintain strict compliance with guidelines and procedures.
- Capacity to work independently and as part of a cross-functional team.
- Ability to interpret financial reports and develop budgets.
- Strong organizational and team working skills.
- Experience of working in integrated programs.
- Experience in the design and delivery of team capacity strengthening, including remote coaching, mentoring and training.



- Analytical Thinking: Ability to analyze complex information, evaluate compliance risks, and implement solutions.
- Communication Skills: Strong interpersonal and communication skills to engage with other programs, donors and stakeholders.
- Organizational Skills: Strong ability to prioritize, multi-task, and manage time effectively in a fast-paced environment.
- Problem-Solving: Capacity to address challenges related to Projects Management and compliance in a proactive manner.
- Ethical Integrity: Commitment to the humanitarian Principles, ethical standards, transparency, and trust.

Qualified candidates are invited to submit their resumes and cover letters with the subject “**Projects' Unit Manager**” to jobs@palestinercs.org no later than **21/1/2025**