



## Job Description

Department: Programs Management  
Job Title: Program Development Specialist  
Location: Palestine – Ramallah or Amman  
Reports to: Director of Operations

## Job Summary

Taawon, in collaboration with its partners, is developing several developmental and relief initiatives across various sectors, including the health sector under the “Health First” program. This includes initiatives such as the Mobile Medical Clinics and the Rehabilitation Services for Amputees in Gaza, in addition to other programs.

The Program Development Specialist will work under the supervision of the Operations Management to transform these initiatives into comprehensive and executable programs. This involves translating the overall strategic framework of each initiative into detailed sub-projects with implementation plans and budgets, and developing project proposals suitable for attracting funding. The role also includes partnership building, coordination with stakeholders, and follow-up with field teams to achieve key performance indicators (KPIs).

## Main Duties and Responsibilities

### 1. Planning and Executive Development

- Develop the overall framework of the “Rehabilitation Services for Amputees in Gaza” initiative into practical projects and implementation plans, including objectives, activities, budgets, and timelines.
- Prepare a logical framework and detailed implementation schedule (Implementation Framework & Gantt Chart) for short, medium, and long-term execution.
- Define implementation priorities and a risk matrix, updating them according to field developments.
- Develop project proposals for various components and action plans of the initiative.

### 2. Technical Supervision

- Coordinate with field program teams to assess partner capacities and build implementation partnerships.

- Manage local follow-up teams (field and technical), assigning tasks to ensure timely and high-quality delivery.
- Oversee sub-components of the initiative (services, workforce, technologies, funding, information, and governance) to ensure integration within a unified vision.
- Coordinate with official authorities and sector actors to ensure synergy and collaboration.
- Participate in monitoring and supporting the implementation of other health initiatives, including mobile medical clinics.

### **3. Partnership Management and Multi-level Coordination**

- Represent the initiative before international partners and donors as assigned.
- Coordinate with the Palestinian Ministry of Health and its technical units.
- Establish technical committees for various initiative components according to the work plan.
- Facilitate collaboration with regional academic institutions for staff training and the development of professional accreditation programs.

### **4. Monitoring, Evaluation, and Reporting**

- Develop a Monitoring and Evaluation Framework (M&E Framework) including key performance indicators for each component.
- Monitor impact-related performance indicators such as the number of beneficiaries, service quality, and coverage rates.
- Prepare regular reports (monthly, quarterly, annual) in Arabic and English for donors and partners.
- Utilize data visualization tools (dashboards) to document achievements and highlight program impact.

### **5. Governance and Financing**

- Contribute to the development of the concept and operational plans for establishing a Rehabilitation Care Fund, including governance mechanisms.
- Follow up on funded activities to ensure transparency and accountability.
- Develop new project proposals to secure funding for future initiative phases.

### **6. Capacity Building and Institutional Learning**

- Oversee training and capacity-building activities for rehabilitation center staff in coordination with field teams and partners.
- Develop an internal documentation and learning system linking lessons learned to future decisions.
- Coordinate with local and regional universities to develop specialized professional capacities.

## **Reporting Lines**

Reports directly to the Director of Operations.

### Qualifications, Experience, and Skills

- Master's degree in Project Management, Development, Public Health, or a related field.
- Minimum of 10 years of experience in managing humanitarian or health programs, including at least 5 years in supervisory roles.
- Proven experience in translating strategic initiatives into measurable implementation programs.
- Advanced knowledge in managing multi-stakeholder partnerships (with governments and international organizations).
- Experience in developing and implementing M&E systems and performance indicators.
- Full proficiency in Arabic and English (written and spoken).
- High ability to work in complex and pressured environments under humanitarian conditions.

### Key Performance Indicators (KPIs)

- Number of rehabilitation service beneficiaries achieved vs. targeted.
- Service quality as measured by beneficiary or stakeholder evaluations.
- Number of effective partnerships and jointly implemented projects.
- Adherence to timelines and field deliverables at each stage.
- Number of developed project proposals submitted for funding.
- Number and quality of donor and partner reports submitted on time.
- Percentage and impact of implemented training activities on staff capacity.