



Palestine Red Crescent Society  
جمعية الهلال الأحمر الفلسطيني



Croce Rossa Italiana

**Job Title:** Project Manager

**Duty Station:** Ramallah, Palestine

**Reporting to:** Programme Coordinator (in-country)

**Technical Support:** Support Coordinator

**Salary & Benefits:** As per PRCS national staff salary scale in Palestine

## About the French Red Cross in Palestine

The French Red Cross (FRC) operates in Palestine in close coordination with the Palestinian Red Crescent Society (PRCS) to support health, education, and humanitarian development initiatives. Our projects focus on capacity building, knowledge transfer, and strengthening local institutions to provide sustainable, high-quality services to communities.

## Project Overview

FRC, in partnership with the PRCS, Ibn Sina College (ISC), the University of Montréal (Unité de Santé Internationale – USI), and the French Red Cross training centres in Auvergne–Rhône-Alpes, is implementing a five-year project (2022–2027) funded by the French Development Agency (AFD) aimed at supporting the institutional transformation of Ibn Sina College of Health Professions in Nablus.

The project supports ISC, focusing on:

- Revision and accreditation of initial training curricula aligned with LMD standards
- Development of a continuous education offer
- Progressive strengthening of research capacity and academic governance
- Establishment of simulation-based teaching capacities
- Digital transformation of academic and administrative systems
- Integration of gender perspectives across governance, teaching, and institutional practices
- Community outreach and health awareness activities in collaboration with PRCS

## **Job Purpose**

The Project Manager (PM) is responsible for coordinating the implementation of project activities, ensuring alignment between ISC, partners, and FRC teams.

The PM does not directly implement technical activities (such as curriculum revision, research design, gender planning, or training delivery). Instead, the role focuses on facilitating coordination, monitoring progress, supporting planning, and ensuring timely follow-up across all components of the project.

The PM will work with a high degree of autonomy, with regular supervision and strategic guidance from the Programme Coordinator, and will act as a key interface between partners, helping structure exchanges and reduce operational bottlenecks.

## **Job Duties and Responsibilities**

### **A. Project Coordination & Implementation**

- Coordinate the day-to-day implementation of project activities in line with approved workplans and timelines.
- Act as the primary coordination interface between FRC, ISC, and technical partners (USI, CRC Les Moulins, CRC Saint-Étienne, PRCS).
- Facilitate planning, follow-up, and documentation of activities related to curriculum consolidation, research development, simulation-based education, digitalisation, and gender integration.
- Ensure ISC's institutional ownership of all academic and strategic decisions, while supporting partners to deliver agreed technical inputs.
- Anticipate delays, identify coordination bottlenecks, and propose practical solutions in consultation with the Programme Coordinator.

### **B. Monitoring, Reporting & Donor relation at field level**

- Monitor project progress against indicators, workplans, and milestones.
- Collect inputs from ISC and partners and draft narrative and financial reports for AFD, under the supervision of the Programme Coordinator.
- Prepare briefing notes, talking points, and follow-up actions for meetings with AFD at field level and other stakeholders.
- Track donor comments and recommendations and support their follow-up with partners.
- Contribute to learning and adaptive management by documenting key challenges, adjustments, and lessons learned.

### **C. Coordination & Partnerships**

- Maintain regular coordination with ISC leadership and focal points, ensuring clarity on roles, expectations, and timelines.
- Facilitate trilateral and bilateral coordination with international partners (USI, CRC), including agenda-setting, minute-taking, and follow-up.

- Support coordination with PRCS on training, internships, community activities, and technical collaboration.
- Represent the project in coordination meetings as requested by the Programme Coordinator.

#### **D. Finance, Procurement & Operational Follow-up**

- Support the Programme Coordinator and Support Coordinator in monitoring budget execution and forecasting expenditures.
- Follow up on procurement processes linked to the project (e.g. simulation equipment, digital tools, services), ensuring coordination between suppliers, ISC, and FRC support departments.
- Facilitate coordination related to infrastructure or rehabilitation works linked to project activities, in line with AFD requirements, budgets, and timelines

#### **Required Qualifications & Experience**

- Bachelor's degree in health sciences, education, social sciences, or related fields.
- 3–5 years of experience in project management, preferably in health education, university systems, or multi-stakeholder partnerships.
- Driving licence and possibility to travel across governorates in WB (East Jerusalem non required).
- Experience coordinating technical partners, educational institutions, or government entities.
- Knowledge of gender mainstreaming in education or health projects is an asset.
- National staff based in Palestine with experience in the region preferred.

#### **Languages**

- Arabic: Mandatory (full professional proficiency)
- English: Mandatory (full professional proficiency)
- French: Asset but not required

#### **Soft Skills**

- Strong coordination, organisation, and follow-up skills
- Ability to manage complex partnerships with diplomacy and resilience
- Excellent written and verbal communication skills
- Ability to work autonomously with weekly supervision
- Capacity to manage pressure, delays, and institutional sensitivities
- Proactive, structured, and solution-oriented

Qualified candidates are invited to submit their resumes and cover letters (in English only) with the subject "**Project Manager -FRC**" to [jobs@palestinercs.org](mailto:jobs@palestinercs.org) no later than 5/2/2026.

Only short-listed candidates will be contacted.