BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Programme Coordinator Israel
Team: Programme
Reports to: Representative Israel
Based in: Israel
Date: 19 August 2020

PURPOSE
At the Bernard van Leer Foundation we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

THE POSITION
The Programme Coordinator Israel facilitates the implementation, monitoring and evaluation of the Bernard van Leer Foundation’s investments in the country and its impact on policies and practices for early childhood. The Programme Coordinator supports the Representative Israel in the execution and development of strategies grounded on the scaling of parenting programmes that can be bundled with existing services for families (Parents+). The Programme Coordinator also supports the implementation and development of strategies aimed at adapting the urban environment of the city to the needs of low-income families with children from gestation to 5 years (Urban95).

PRINCIPAL RESPONSIBILITIES AND TASKS
• Supports the Representative Israel in the country;
• Takes part in strategic and work plan discussions;
• Contributes to design, monitors and evaluates the country strategy in coordination with the Representative;
• Joins key meetings with external stakeholders, writes summaries and assists with follow-up;
• Assists in capturing and sharing knowledge on Israel programmes within the Foundation and externally;
• Adapts global content to local context;
• Coordinates all communications needs of the Foundation’s work in Israel, including online and offline content development (both English and Hebrew), PowerPoint presentations, social media messages, localization and translations;
• Monitors projects executed by technical partners and local consultants and supports their work;
• Identifies and discusses opportunities of investment with the Representative;
• Provides administrative support for proposal production and work plan formulation;
• Assesses initial drafts of budgets and monitors their implementation;
• Coaches and supports partners;
• Documents and reports on programme progress. Contributes to the writing and reporting of various documents specific to the team and/or region, such as quarterly progress reports, proposals, work plans, and political updates;
• Attends internal meetings and external events to stay up-to-date on the latest information on team, region, or partners;
• Provides logistical support in Israel when needed.

PROFESSIONAL CONTACTS

Inside the Foundation: Representative, Israel Team, Programme Team, Knowledge for Policy Team

Outside the Foundation: Strategic institutional or individual contacts, partners, allies and stakeholders.

QUALIFICATIONS, SKILLS AND COMPETENCIES

Qualifications, skills and experience:
• Basic knowledge of early childhood development (ECD) or the ability to acquire a basic level of knowledge quickly;
• Master’s Degree in Medicine, Health sciences, Urban Development, Social sciences or related field; or complete University graduate studies
(equivalent to Bachelor plus Masters);
• Track record in programme management (at least 3 years);
• Living in Israel for at least 5 years;
• Experience in organizing events;
• Proven ability to work with different stakeholders;
• Fluent in English and Hebrew; Arabic is a plus:
• Willing to travel frequently;
• Working knowledge of Microsoft office applications including Word, PowerPoint and Excel;
• Working knowledge of basic budget and accounting procedures;
• Cross-cultural competency to engage with diverse stakeholders;
• Strong interpersonal, partnership-building, networking and collaboration skills;
• Tech savvy and strong analytical skills;
• Ability to meet deadlines;
• Motivated, energized and excited to work for the mission of the Foundation;
• Positive, can-do approach to overall work and challenges.

**Organisational competencies:**
• Teamwork;
• Learning ability;
• Result-orientedness.

**Job specific competencies:**
• Networking;
• Planning and organising;
• Written communication.

**LOCATION**
Benyamina, Israel (adjacent to train station)

**APPLICATION**
Please apply through the following link:
http://www.tfaforms.com/359754?tfa_1=01998&tfa_16=MTM.
Applications will be reviewed on a rolling basis.