

## Terms of Reference and Scope of Services

### **Project Manager**

Bethlehem University has received a Grant from the Quality Improvement Fund (QIF) – Ministry of Education and Higher Education and funded by the World Bank for the project entitled: "**Reviving Palestinian's schools: Investing in Classroom Teacher Program (5-9 years)**". The Grant aims at enhancing the quality of "Classroom Teacher academic program" in Bethlehem University, Rawda Technical Community College, Hebron University, An-Najah National University. The Project manager will be responsible for the overall implementation and coordination of all Project activities under the supervision of the Project Director and the Steering Committee.

### **Assignment Objective**

Bethlehem University is considering the selection of highly qualified Project Manager to be part of the administrative staff responsible for the overall implementation and coordination of all Project activities under the supervision of the Project Director and the Steering Committee.

### **Main Tasks and Responsibilities**

1. Ensure the successful implementation and quality outputs of the Project through coordinating the implementation of all the activities in the project's implementation plan and providing adequate follow up and supervision of the work.
2. Follow-up all procurement, technical and financial issues related to the project
3. Supervising and modifying the project action plan whenever needed.
4. Coordinating meetings between the project partners and project team members as needed.
5. Leading the project team and ensuring team coherence and motivation.
6. Evaluation and monitoring of project progress at all stages of the project.
7. Managing project internal and external communication including preparation of progress reports, drafting letters, emails, meeting minutes, etc.

### **Qualifications & Skills:**

1. A Master Degree from an accredited university in Education or any other related field.
2. Minimum of three years of professional experience in coordinating similar projects.
3. Excellent communication and networking skills.
4. Excellent reporting and formal writing skills in both English and Arabic.
5. Excellent technical, interpersonal and administrative skills.
6. Budgeting and Computer Skills.

**Place of Work:** Bethlehem University

**Time Frame:**

The duration of the assignment is 24 months, the manager shall work 8 hours per day 5 days per week.

**Contract Type:** Time Based contract .