



MASHAV Development Programs Officer

MASHAV is the Hebrew acronym for Israel's Agency for International Development Cooperation. MASHAV is responsible for the implementation of Israel's worldwide development and cooperation programs in developing countries and is a manifestation of Israel's political will, foreign policy and Development Diplomacy.

The Embassy of the State of Israel in Nairobi is seeking a committed, highly capable, creative, charismatic, entrepreneurial, and enthusiastic professional to join the Embassy in promoting the work of MASHAV in Kenya, Tanzania, Uganda, Malawi and Seychelles.

Responsibilities

- Research, analyze and present proposals and opportunities for meaningful development projects in all the accredited countries mentioned above.
- Identify relevant partners in the development field such as foundations, regional organizations, international non-governmental organizations, government agencies and financial institutions.
- Assist in preparing, reviewing and modifying memoranda of understanding and partnership agreements.
- Deal with the Embassy's scholarships program including administering the application process, interviewing applicants and liaising with HQ, for all the accredited countries.
- Provide technical input and support in monitoring of development and humanitarian activities in the above-mentioned countries.
- Support the Ambassador and the DCM with all the tasks mentioned above and undertake any other professional duties as required by them.

Competencies

- Ability to identify and pursue opportunities for cooperation & Ability to initiate and manage joint projects.
- Strong networking and advocacy skills, including the ability to build rapport and engage effectively with individuals and organizations from diversity of backgrounds contexts.
- Good team working.
- Self-motivation and capacity for creative thinking.



Qualifications

- Bachelor's degree in international relations, international development, business administration, management, economics, law, public administration or a related field.
- A minimum of **two years** of progressive responsible experience in project or program management, administration, international relations, international development or a related field.
- Experience in proposal writing and the development of partnerships with relevant agencies is desirable.
- Experience in resource mobilization including the coordination and implementation of budget funding in partnership program development is desirable.
- Experience working with diplomatic missions, intergovernmental or governmental bodies related to developmental work is desirable.
- Excellent communication skills both written and verbal in English.
- Strong proficiency in computer-related skills especially Microsoft Office, Internet and Social Media (especially Twitter and Facebook).

Please send the following documents to pr@nairobi.mfa.gov.il by **9/12/19**:

1. CV.
2. Cover letter.
3. 2 Recommendation Letters.
4. Certified copy of your degree.