

IDEA MENA

Organizational Development Manager

IDEA Middle East & North Africa is seeking to immediately recruit an Organizational Development Manager. This is a temporary, full-time and locally contracted position.

Reporting to the Executive Director (ED), IDEA MENA (based in Tunis, Tunisia) the Organizational Development Manager will be responsible on planning, developing and implementing IDEA MENA's strategic directions.

The Organization:

The International Debate Education Association (IDEA) is a global network of organizations that value debate as a way of giving young people a voice. Our vision is to "Empower young people worldwide today to be the active citizens of tomorrow."

Our mission is to provide young people a voice through education, debate and by raising their awareness about worldwide issues. Indeed, the organization believes that debate provides a forum for the open exchange of ideas and the opportunity to consider an opposing point of view. Debate nurtures critical thinking and dialogue.

The IDEA network has offices in Kyrgyzstan, Macedonia, the Netherlands, Tunisia, and the UK. We operate with a network of partner organizations across 60 countries.

IDEA Middle East & North Africa (IDEA MENA) is the IDEA Network's office in the MENA region. IDEA MENA is registered as a regional NGO based in Tunis since 2013. The scope of work covers 19 countries from the MENA region (Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestinian territories, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates and Yemen).

IDEA MENA has three main programmatic lines:

I. Shaping Policy

IDEA MENA strives to empower active youth with the adequate skills and knowledge to become effectively involved in decision-making processes in their communities and countries. This objective has translated in programs aiming to introduce active youth to the policy process and policy drafting, and to build the capacity of youth organizations and CSOs in general to influence policy.

II. The Debate Incubator

As the debate education leader in the world and the region, IDEA MENA provides technical support to debate initiatives in 19 countries in the MENA region and develops innovative debate-based programs and activities to be adapted that can be adapted to formal and informal settings. Activities under this programmatic line include: trainer's accreditation, training of trainers, curriculum development, publishing of books and other materials related to debate, offering on-line support for debate initiatives across the MENA region, etc.

III. Activating Citizenship

Under this programmatic line, we give a voice to marginalized and disadvantaged young people in the MENA region. By introducing them to debate-related skills (critical thinking, public speaking, etc.) in informal settings, and by organizing events that facilitate dialogue between them and the different actors that affect their daily lives (including local authorities, police, educational institutions, etc.), we help them acquire little by little the skills they need in order to become outspoken leaders who are capable of achieving positive impact in their communities.

Job Position: Organizational Development Manager

Contract: one-year contract - possibility of extension based on performance and funding availability.

Working hours: full-time, 40 hours per week, Monday to Friday. Occasional work on weekends.

Reporting to: Executive Director, IDEA MENA

Location: IDEA MENA Regional Office, Tunis, Tunisia, with occasional travel in the MENA region

Gross Salary: 2000 - 2500 TND (commensurate with experience)

Expected start date: As soon as possible

Areas of responsibility

1. Outreach

- Establish and/or maintain contacts with the different debate initiatives in the region;
- Regularly update the database of debate societies and debate initiatives in the MENA region;
- Assist the Executive Director (ED) in the development of relations with the different stakeholders (civil society, alumni network, schools, universities, governments, international organizations, etc.)
- When necessary, represent IDEA MENA in events organized by IDEA MENA's stakeholders.

2. Strategy

- To design and deliver OD and change management strategies processes and interventions that support the IDEA MENA's ambition to be a high performing organization and the leading debate expertise provider in the MENA ;
- To include initiatives which foster a high performance culture, where valuing learning, continuous improvement and diversity are the norm.
- Develop and conduct regular needs assessment exercises in order to assess the needs and expectations of IDEA's various stakeholders in the region;
- Develop and implement innovative plans for the expansion of IDEA MENA's presence in the MENA region;
- Draft the final comprehensive strategy that will be approved by IDEA MENA's board.

3. Monitoring & Evaluation

- Develop and strengthen monitoring, inspection and evaluation procedures;
- Monitor and evaluate overall progress on achievement of results;

- Suggest strategies to the Programs Manager for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Provide inputs, information and statistics for quarterly, annual and other reports to the Board of Directors;
- Participate in project reviews and planning workshops and assist the Executive Director in preparing relevant reports;
- Assist the staff with M&E tools and in supporting them in their use.

Person specification

- University degree (preference given for Master graduation);
- At least 2-year-experience in working in NGO program/project;
- Strong strategic and analytical thinking skills;
- Strong knowledge of the reality of civil society in the MENA region;
- Up-to-date knowledge of the current challenges in the MENA region;
- Fair knowledge of debate on the regional level would be an asset;
- Strong interpersonal skills and well-developed written and oral communications skills in Arabic and English;
- Excellent computer skills (Word processing, Excel, Power Point, Internet tools)
- Excellent command of English and Arabic languages (reading, writing and speaking) is required.
- Ability to work effectively as a team member and with minimal supervision

How to apply:

Interested candidates should **send an updated resume and a one-page cover letter in English** that describes best how they qualify for the position to the following email address: rmejri@idebate.org

The email's subject should follow the following format:

[Full Name] – [Country] – ODM Application

Short-listed candidates may be invited for an interview.

The deadline for sending the applications is **March 6, 2016 at 23:45 GMT.**

Please note that due to the very large number of applications, **only short-listed candidates will be contacted.**