

Job description
Department: Office of the Director General
Position: Director, Strategy and Executive Coordination
Location: Ramallah
Reports to: Director General
Scope of Work: All administrative and support departments (no direct oversight of programs)
Job Purpose: To enable the Director General to effectively lead Taawon's strategic agenda by ensuring that high-level directives are translated into clear execution priorities, strengthening institutional integration across departments, and serving as a strategic communication channel between the Director General and Department Directors.
<p><u>Institutional Role:</u> The Director, Strategy and Executive Coordination:</p> <ul style="list-style-type: none"> • Serves as a strategic liaison between the Director General and Department Directors. • Oversees follow-up on institutional strategic priorities. • Coordinates cross-departmental initiatives. • Supports executive decision-making through high-quality analysis and briefing materials. <p><u>Key Duties and Responsibilities</u></p> <p>1. Strategic Agenda Execution</p> <ul style="list-style-type: none"> • Translate the Director General's directives into measurable and actionable implementation plans. • Monitor progress of priority institutional initiatives. • Identify execution gaps, delays, and institutional risks, and propose corrective actions. • Ensure clarity of ownership, timelines, and accountability for strategic initiatives. <p>2. Institutional Executive Coordination</p> <ul style="list-style-type: none"> • Hold regular coordination meetings with Department Directors to track priorities. • Address overlaps or conflicts between operational plans. • Strengthen integration between programs and support functions. • Ensure smooth flow of strategic information across executive leadership. <p>3. Executive-Level Performance Management</p> <ul style="list-style-type: none"> • Develop and maintain executive dashboards for the Director General. • Analyze periodic departmental reports and measure progress against strategic objectives. • Prepare concise analytical reports to support executive decisions. • Reinforce a results-oriented and execution-driven culture. <p>4. Executive Decision Support</p> <ul style="list-style-type: none"> • Prepare strategic briefing notes in advance of senior leadership meetings. • Analyze scenarios and strategic options related to key institutional matters. • Follow up on executive leadership decisions (excluding procedural governance matters handled by the Institutional Affairs Unit).

5. Special Strategic Assignments

- Lead or coordinate special assignments delegated by the Director General.
- Represent the Director General in selected meetings when formally delegated.
- Follow up on high-level partnerships and strategic initiatives.

Authorities & Scope

- May request progress reports from Department Directors regarding strategic initiatives.
- Submits recommendations directly to the Director General.
- Does not interfere with the administrative operations of the Director General's Office.
- Does not replace line management authority of Department Directors and Unit Managers.

Qualifications & Experience

- Master's degree in management, public policy, development, business administration, or related field
- Minimum 10–15 years of progressive professional experience
- Demonstrated experience in strategy execution, organizational performance, or senior advisory roles
- Experience within complex NGOs, multi-program institutions, or regional organizations preferred
- Strong analytical, organizational, and synthesis skills
- Excellent written and verbal communication in Arabic and English

Core Competencies

- Strategic thinking with operational depth
- Systems thinking and institutional awareness
- Executive judgment and discretion
- Strong interpersonal credibility with senior leadership
- High level of integrity and professionalism
- Ability to manage complexity and ambiguity

Key Performance Indicators (KPIs)

1 .Strategic Execution

- Percentage of strategic initiatives delivered within approved timelines.
- Reduction in delays or execution bottlenecks across departments.
- Percentage of executive decisions translated into formal action plans within defined timeframes.

2 .Executive Reporting & Decision Support

- Quality, clarity, and reliability of executive dashboards.
- Director General's satisfaction with analytical briefings.
- Timeliness of decision-support analysis.

3 .Institutional Alignment

- Improved coordination across departments in joint initiatives.
- Reduction in role overlaps or strategic misalignment.
- Increased clarity of institutional priorities among Department Directors.



4 .Execution Discipline & Follow-Up

- Percentage of executive meetings supported by structured follow-up tracking.
- Adoption and implementation rate of corrective recommendations.