

Beirut Office Director – Institute for Palestine Studies (IPS)

The Institute for Palestine Studies (IPS) is a private, nonprofit, nonpartisan academic institution unaffiliated with any political organization or government. Established in Beirut in 1963, it is the oldest institute in the world devoted exclusively to documentation, research, analysis, and publication on Palestinian affairs and the Arab–Israeli conflict. Throughout the Arab world, IPS is looked upon as the major source of accurate information and analysis and as a model of institutional organization and independence. In the English and French speaking worlds, its publications are widely respected and extensively used in academic work on these issues. IPS’s library, located at the Institute’s Beirut headquarters, is the largest in the Arab world specializing in Palestinian affairs and the Arab–Israeli conflict. IPS maintains an office in Ramallah, Palestine and supports IPS–USA in Washington, DC. Non–resident academics living in such countries as Egypt, France, the U.K., the U.S. and Canada complement the IPS research team.

IPS is seeking to appoint a Director for the Institute office in Beirut to administer and oversee the Institute’s operations. This is a full–time senior executive position reporting to the Director General and requires residence in Beirut and willingness to travel.

Qualifications:

- A postgraduate degree from a reputable university.
- Proven track record in senior administration within academic, research, or cultural institutions, strategic planning, fundraising, grant oversight, and management.
- Broad knowledge of the Arab–Israeli conflict and Palestine Question.
- Familiarity with the Arab countries.
- Absolute fluency in Arabic and English and Knowledge of French is an added advantage.
- Computer literacy and regular use of main applications
- Practical experience of not less than ten years.

Responsibilities:

- Overall management of Beirut office, budget, and human resources
- Participation in defining research and publication programs.
- Supervising the implementation of approved programs.
- Coordination with other offices and teams assigned to projects.
- Fundraising.
- Development of the Institute and its projects in keeping with its mission.
- Raising IPS' public profile.

Remuneration:

Negotiable, depending on academic degree and experience.

Application Procedure:

Please email with a cover letter, resume, and list of references to the following address:

ips@ palestine–studies.org

It will not be possible for the recruitment committee to individually answer each applicant. However, please be assured that each application will be carefully reviewed by the committee. Only those applicants selected for an interview will be contacted. No phone calls, please.