



Start date: ASAP

Organization: CARE International in Lebanon

Location: Beirut- Lebanon

Reports to: Country Director

CONTEXT

Due to the conflict in Syria, CARE International decided to open a mission in Lebanon in order to provide humanitarian support to the increasing number of Syrian refugees. CARE Lebanon was opened in April and has started implementing small scale activities. In October 2013, two major projects have been approved:

- a 6 months WASH and Shelter project for USD 2.3 million with DFATD
- a 5 months Shelter project for EUR 2 million with ECHO, in consortia with SIF

Due to the volume of these projects, Care International is looking for an ACD Program to manage, monitor the current projects and develop strategy.

Responsibilities and Tasks

1. Assessment, Program Design and Planning

The ACD Program is responsible to **assess, design and plan the project**. He/she also has to **coordinate the development of all project implementations plans and budgets** within the framework of the agreed response program and strategy. He/She assists and advises the Country Director with **securing donor funding** for projects. He/She **oversees project design and proposal preparations for institutional and public funding**.

2. Project Management and Implementation

The ACD Program maintains ongoing **surveillance of the developing humanitarian situation** in collaboration with the project Manager and the field coordinators and **adjusts activities accordingly**. He/She ensures that different sectorial activities are implemented in a coordinated and integrated manner.

3. General Management and Leadership

The ACD Program ensures all staff is fully briefed on all aspects of security, social and cultural norms and local conditions and behavior. He/She establishes and **maintains constructive working relationships with other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders** including the military where present and if necessary. He/She **recommends in collaboration with the ACD Support changes to the team composition** and functioning with Country Office and partners to maximize program quality and effectiveness.

4. Human Resources

The ACD Program monitors ongoing human resources issues and makes recommendations and adjustments accordingly. In liaison with the HR staff, he/she makes sure all members of staff have suitable rest, relaxation and that well-being is addressed.

5. Public Relations/Media

The ACD Program supports the Country Director and CI Media Officer to ensure positive coverage and the timely provision of situation reports and fundraising material to National Member Headquarters and the CARE International Secretariat. He/She ensures all information, publicity and fundraising material recognise and respect the dignity of disaster victims.

6. Safety and Security

The ACD Program liaises with the Security Officer to ensure compliance with CARE International Security Guidelines and their effective application in the local context.

Technical Skills

- High level of all aspects of managerial experience, including managing multi-million dollar budgets.
 - Experience in complex decision making and leading a multi-disciplinary, multi-national team under difficult circumstances.
 - The highest level of expertise in representation and negotiation with governments and donors.
 - Strong understanding of the humanitarian operating context, including Sphere, the humanitarian system, donors, security, civil military liaison and program management.
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- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
 - **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
 - **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.

Personal skills

- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.

Experience

- Minimum of 5 years humanitarian aid experience in complex context.

Please send Cover Letter and CV at : recruitment.careliban@gmail.com, quoting ACD Program in the subject line.