



Position: Deputy Country Director-Programme (DCDP)

Start date: ASAP

Organization: CARE International in Lebanon

Location: Beirut- Lebanon

Reports to: Country Director

CONTEXT

CARE International first registered in Lebanon in 2006 when working with local civil society organisations in response to the conflict at the time.

CARE re-opened a mission in April 2013 in order to contribute to international humanitarian programming in support of the increasing number of refugees being displaced from Syria.

CARE's efforts in Lebanon are an integral part of a regional humanitarian response to the Syria crisis, together with humanitarian and development programming in Jordan and Turkey.

To date, the country programme in Lebanon has raised more than \$18 million in support funding and assisted some 170,000 people of concern, mainly with emergency cash assistance, NFIs for winter and other urgent needs along with individual and community WASH and Shelter interventions. Two operational bases are established at Chouf in Mount Lebanon and Tripoli, with a third about to be opened in urban Beirut.

CARE Lebanon's recent internal strategic review committed the country team to build on a multi-sectoral approach and to a more long term programme with the most vulnerable populations with a focus on urban communities. The revised strategy will aim to reach more than one million beneficiaries and raise a cumulative total of \$50 million over the next three years.

The DCDP leads for the country office on all programme design, development and implementation as well as monitoring and reporting. They are a member of the Senior Management Team and contribute to the strategic decision-making and direction setting of the country programme.

This is a key position with CARE in Lebanon, demanding significant international experience, professional maturity and balance, creativity, vision and commitment.

Opportunities for professional exposure and growth are considerable.

Competitive reward package.

Responsibilities and Tasks

1. Programme Assessment, Design and Planning

- Ensure needs assessments are effectively undertaken and from them an integrated response, implementation and exit strategies are developed.
- Coordinate the development of all project implementation plans and budgets within the framework of the agreed response programme and strategy.
- Assist and advise the Country Director with securing donor funding for projects.
- Oversee project design and proposal preparations for institutional and public funding.
- Actively participate in the design and update of country strategies.
- Work closely with other colleagues to integrate an appropriate gender focus in all new programming design and implementation

2. Project Management and Implementation

- Maintain ongoing surveillance of the developing humanitarian and development situation in collaboration with key programme staff and adjust activities accordingly.
- Ensure adequate monitoring, reporting and acquittal of response activities in accordance with CARE International's humanitarian accountability framework, relevant SPHERE standards, Do No Harm principles and in line with the country strategy priorities. Promote that different sectoral activities are implemented in a coordinated and integrated manner.

3. Reporting

- Ensure that CARE International Members are provided with regular situation reports and other information updates and are made aware of humanitarian and development trends at country and regional level.
- Review the timely preparation of all donor reports, and input as necessary.

4. General Management and Leadership

- Contribute to the briefing of staff and visitors on all aspects of security, social and cultural norms and local conditions and behaviour.
- Recommend in collaboration with the DCD Programme Support any changes to the team composition and functioning to maximise programme quality and effectiveness.
- Contribute to ensuring effective teamwork and morale, and that staff wellbeing is addressed.
- Ensure the Country Director, SMT and CARE Members are kept informed about assessment progress, response implementation and strategies, project plans, progress reports, and other significant developments.
- Act as Country Director when required
- Ensure that all programme personnel understand and carry out their duties in accordance with CARE's principles, core values and SPHERE standards for emergency work plus CARE Lebanon's staff Code of Conduct and all relevant Standard Operating Procedures.
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5. Human Resources

- Line manages the MEAL Manager, Technical Coordinators (WASH, Gender, etc.), Program managers/coordinators, Information Management & Communication Assistant.
- Conduct performance appraisals of staff under line management, ensuring regular constructive feedback and mentoring on individual performance.
- Coordinate recruitment of any replacement or additions to the positions under line management
- Monitor ongoing human resources issues and make recommendations and adjustments accordingly.

6. Media and Communications

- Support the Country Director, CARE Lebanon Communication and Advocacy lead and CI Media team to ensure positive coverage and the timely provision of situation reports and fundraising material.
- Support the Comms & Advocacy lead to liaise with CARE's Regional Team and CARE France colleagues to ensure that all CIL communication materials and information updates are regularly provided and aligned with established guidelines and strategy.
- Ensure all information, publicity and fundraising material recognises and respects the dignity of those who we serve.

7. Representation

- Establish and maintain positive working relations with other NGOs, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders
- Organize and follow-up visits from CARE members, donors, and any other relevant stakeholder, in close coordination with the Senior Management Team and the program team

8. Safety and Security

- Actively participate in ensuring that all CIL personnel understand individual and collective responsibilities for safety and security and comply with the safety and security guidelines.
- Engage regularly with the Safety and Security Manager and SMT members to ensure maximum risk management remains a top priority for all CIL's planning and operations and those of our partners..

9. Financial Management and Planning

- Collaborate closely with the DCD-Support to ensure all elements of compliance with internal and donor requirements and in the elaboration of budgets for new proposals.

Requirements

Technical Skills

- Demonstrable experience of all aspects of managerial roles and tasks, including programming multi-million dollar budgets.
- Expertise in effective complex decision making and leading a multi-disciplinary, multi-national team under difficult circumstances.
- High level of capacity in representation and negotiation with governments and donors.
- Strong understanding of the humanitarian and development operating context,

People Skills

- Ability to work independently and as a team player who demonstrates leadership and is able to support and mentor local and international staff and also able to work with crisis- 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 five years' experience in a complex humanitarian and development environment

Please send you CV and Letter of Motivation to : recrutement.programmes@carefrance.org

The deadline is May 4, 2016