



# CARE International in Lebanon

## JOB DESCRIPTION

**Position:** Food Security and Livelihoods Coordinator

<b>Organization:</b>	CARE International in Lebanon			
<b>Department/Division:</b>	Program			
<b>Unit:</b>	FSL			
<b>Last Update:</b>	21st May 2015			
<b>Category:</b>	Coordinator – (inter)national			
<b>Work Location:</b>	Beirut			
<b>Supervisor:</b>	Deputy Country Director – Program			
<b>Posting Restrictions</b>	None			
<b>Job Summary:</b>	This position provides professional technical advises on quality, relevance and scaling of FSL strategy and interventions, in link with CIL annual plan and strategy.			
<b>Supervisees :</b>	None			
<b>Working Travel:</b>	This position will be based in Beirut, with frequent travels to the field offices.			
<b>Salary:</b>	Between 3000 and 3800 USD according to experience			
<b>Employment Start Date:</b>	ASAP (depending of funding available)			
<b>Duration of Contract:</b>	6 months renewable			
<b>Contract Type:</b>	Fixed term			
<b>Other contract elements:</b>	Benefits: Social security/Health Insurance & Transport allowance. The direct supervisor reserves the right to adapt this job description at any time during employment according to needs. Any extension of this contract is dependent on performance review and funding availability.			
<b>Education &amp; Certification:</b>	Master degree in economics, agronomy or agriculture International development and project management is highly desirable.			
<b>Minimum Education Level:</b>	Master Degree			
<b>Proven Experience:</b>	At least 5 years of professional experience directly related to livelihoods (including value chain process) and cash based programs, with significant experience in humanitarian/emergency contexts.			
<b>IT / Software / Technical Skills:</b>	Knowledge and facility with standard office computer systems and software.			
<b>Language Skills:</b>	Language	Speaking	Reading	Writing
	English	Fluent	Professional	Professional
	Arabic	Optional	Optional	Optional
	French	Optional	Optional	Optional
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent writing skills</li> <li>• Strong knowledge of project cycle management</li> <li>• Analysis and synthesis skills.</li> <li>• Organization, rigor and respect of deadlines.</li> <li>• Experience in participating to working groups or clusters desirable</li> <li>• Experience working with International NGOs, UN agencies, line ministries and/or local authorities in refugee settings in complex emergencies.</li> <li>• Previous experience and proven knowledge in the assessment, design and implementation of cash transfer programs.</li> <li>• Previous experience and knowledge on household vulnerability assessment and market assessments.</li> <li>• Experience in the training and mentoring of staff.</li> <li>• Very good coordination skills.</li> </ul>			

- Excellent communication and representation skills.
- Excellent interpersonal skills and demonstrated ability to establish effective and working relations with all the types of stakeholders.
- Adaptability and ability to re-prioritize according to the changing context.
- Able to work effectively and creatively within a team.
- Proficiency in the use of Microsoft Office software (Word, Excel, PowerPoint).
- Previous experience or familiarity with the Lebanese humanitarian context and/or the Syrian crisis a plus.
- Ability to work under pressure.
- Ability to manage sensitive and confidential information.

**Detailed Responsibilities & Tasks**

**Responsibility #1: Ensures the evaluation, strategy and development of the food security and livelihoods programs**

- Oversee the overall implementation of CARE Lebanon's cash and livelihood programs, in close coordination with Project Managers and Area Managers.
- Coordinate the necessary market assessments, needs assessment, gap analysis and scoping exercises to redefine CARE's priority interventions and strategic planning in the Livelihood sector and in the use of cash assistance in the Lebanese context.
- Support the Country Director and/or Deputy Country Director-Program in the identification of funding opportunities for Cash based and livelihoods interventions.
- Lead on the development of new programs and partnerships related to cash based and livelihood interventions, in line with identified needs and within CARE's strategy in Lebanon, including the elaboration of donor proposals, in close collaboration with program teams, Area Managers, and Program Support team.
- Actively participate in the reviews of the mission's strategic documents and planning.
- In close collaboration with the Gender Advisor, ensure that cash based and livelihood interventions reflect properly gender concerns.
- Support the FSL data collection and analysis and contribute to FSL reports writing
- Support in recruiting and training staff of the FSL team
- Contribute to the technical and operational advocacy strategies of the CO, in collaboration with the regional operations and CARE network

**Responsibility #2: Support in technical expertise**

- Ensure the coordination between CARE's cash based interventions and/or livelihood projects to guarantee a homogenous programmatic approach in CARE's areas of interventions.
- Provide technical support to the program teams and Area Managers for the setting of an adequate implementation methodology in cash and livelihood programs and support the overall implementation of the programs.
- Participate in the coordination and conduct of needs analyzes, project evaluations and tenders
- Participate in the follow-up of the humanitarian situation in the country, the context of intervention and analyze the FSL humanitarian situation; and report to the DCD-P.
- Ensure and/or supervise regular training of the FSL teams
- Produce Standard Operational Procedures and Processes to enable a quality project implementation in line with CARE's Accountability Framework and donors' compliance.
- Support the cash and livelihoods Project Managers to produce program reports as necessary.
- Work closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) team to advise on the specifics of cash based interventions and/or livelihood exercises, as well as with other Technical Advisors and Coordinators at central level to ensure coherence and complementarity of the cash and livelihood interventions with other sector programs implemented and developed by CARE Lebanon.

**Responsibility #3: Promote capitalization, technical development and research within the FSL Department**

- Ensure that lessons learned from the cash based and livelihood interventions are well disseminated and understood by all staff of CARE Lebanon and integrated into current and planned programs.
- Explore the modalities of scientific and technical partnerships (laboratories, universities, private sector, etc.)

**Responsibility #4: Representation**

- Establish positive relations and close collaboration with other agencies involved in cash and livelihood programs in Lebanon.
- Represent CARE at the Technical Management Unit of the Lebanon Cash Consortium.
- Ensures information is efficiently communicated between the field and the national coordination.

- Represent CIL in sectorial coordination at regional, national and sub-national levels and with the technical authorities
- Coordinate, under the supervision of the DCD-P, the FSL representation of CIL among partners, donors, private sector, and different authorities.

<b>SUPERVISOR SIGNATURE</b>	
<b>DATE</b>	
<b>EMPLOYEE SIGNATURE</b>	
<b>DATE</b>	