



CARE International in Lebanon

JOB DESCRIPTION

Position: Team Leader – Remote Assistance Program

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| Organization: | CARE International in Lebanon | | | |
| Department/Division: | Program | | | |
| Unit: | Coordination | | | |
| Last Update: | 21st May 2015 | | | |
| Category: | Manager – (inter)national | | | |
| Work Location: | Beirut | | | |
| Supervisor: | Country Director | | | |
| Posting Restrictions | Movement allowed only in authorized areas in Lebanon | | | |
| Job Summary: | This position will focus on ensuring the appropriate and professional implementation of the remote program in the most effective manner possible. This position will develop and maintain links with the partners and the different stakeholders and will supervise and manage the remote assistance team. | | | |
| Supervisees : | Remote assistance team (5-6 senior technical specialists) | | | |
| Working Travel: | This position will be based in Beirut with movements to visit the partners' offices and will attend regional travels. | | | |
| Salary: | Between 4500 and 5500 USD according to experience | | | |
| Employment Start Date: | 15 th June 2015 (upon funding available) | | | |
| Duration of Contract: | 6 months renewable | | | |
| Contract Type: | Fixed term | | | |
| Other contract elements: | 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. | | | |
| Education & Certification: | Bachelor Degree – BA/S or equivalent in social science, management, international development, humanitarian studies, or other relevant field. Master's degree is a plus | | | |
| Minimum Education Level: | Bachelor Degree | | | |
| Proven Experience: | Minimum 5 years of work experience in humanitarian / emergency. Experience of remote management is highly desired. | | | |
| IT / Software / Technical Skills: | Knowledge and working familiarity with standard office computer programs. | | | |
| Language Skills: | Language | Speaking | Reading | Writing |
| | English | Fluent/Mother tongue | Professional | Professional |
| | Arabic | Fluent | Professional | Professional |
| | French | Optional | | |
| Competencies | <ul style="list-style-type: none"> • Ability to work independently and with effective leadership • High level of all aspects of managerial experience, including managing multi-million dollar budgets. • Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. • Strong knowledge of the project management cycle and tools and support processes and systems (finance, HR, logistics) • Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles. • Ability to operate effectively under circumstances including stress and high security risks. Works and lives with a flexible, adaptable and resilient manner • Experience of security management in high volatile context • Knowledge of the region and the Syrian crisis context | | | |
| Detailed | Responsibility #1: Project Management and Implementation | | | |

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| Responsibilities & Tasks | <ul style="list-style-type: none"> • Coordinate timely and effective implementation of the remote program in accordance with contractual donor agreements including budget monitoring • Ensure adequate monitoring, reporting and acquittal of remote assistance activities in accordance with CARE and donors guidelines and procedures. • Assess continuously programming and relates support needs in collaboration with partners and project managers and adjust accordingly • Coordinate the development of new concept notes, proposals and budgets in liaison with the RA team and partners as well as with the Deputy Country Directors for Program and Program Support and Fundraising & Grants Coordinator. • Maintain detailed and regular tracking of the developing humanitarian situation, with the collaboration with the Safety & Security Manager and partners and adjust activities accordingly. <p>Responsibility #2: Logistics / Finance / Administration</p> <ul style="list-style-type: none"> • Ensure diligent compliance with donor and organizational requirements and that related administrative, financial and logistical procedures and tools are put in place and carried out effectively and efficiently • Control accurate budget management and financial reporting and all related financial oversight measures • Ensure supporting documents are complete and in compliance with CARE and donor regulations and procedures. |
| | <p>Responsibility #3: General Management and Leadership</p> <ul style="list-style-type: none"> • Ensure adequate information flow within the remote assistance team • Effectively manage the team and ensure individual and team performance appraisal and development • Lead the recruitment of new/additional staff and follow up on any disciplinary or related requirements in collaboration with the Program Support Officer and Country Director. • Set clear vision and leadership for the development of the remote programs <p>Responsibility #4: Representation</p> <ul style="list-style-type: none"> • Establish and maintain constructive working relationships with partners, other (I)NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders. • Participate on a regular basis all relevant in-country meetings, be collaborative and build a strong relationship with all partners working in the area • Represent CARE's RA program at all regional and other meetings and other events as appropriate and agreed with the CIL Country Director. <p>Responsibility #5: Safety and Security Management</p> <ul style="list-style-type: none"> • In order to mitigate risk to implementing partners, ensure appropriate safety and security assessments and good practice are maintained in close collaboration with the partners and the Safety and Security Manager • Proactively monitor the political, military and security situation and adjust planning accordingly <p>Responsibility #6: Reporting</p> <ul style="list-style-type: none"> • Ensure regular sharing of planning, strategy, reporting and implementation information with senior CIL and other CARE managers. • Coordinate timely and accurate narrative and budgetary reporting to donors, the Lead Member and Region <p>Responsibility #7: Capacity building</p> <ul style="list-style-type: none"> • Ensure good coordination and information flow between CARE's remote assistance team and partners. • Lead efforts by the remote assistance team in regularly analyzing and following the needs of partners in terms of technical, organizational, security & safety and other needs in promoting improved standard and practice. • Assure consistent efforts to support institutional strengthening of partners. |
| SUPERVISOR SIGNATURE | |
| DATE | |
| EMPLOYEE SIGNATURE | |
| DATE | |