



CARE International in Lebanon

Position: Remote Program Support Coordinator

Organization: CARE International in Lebanon

Department/Division: Support

Unit: Finance / Logistics / Administration / HR

Category: Coordinator –national

Work Location: Beirut

Supervisor: Team Leader - Remote Assistance Program

Posting Restrictions: Movement allowed only in authorized areas in Lebanon

Job Summary: This position will ensure a high-quality of administrative, HR, accounting, financial and logistics management and follow-up of the project led by the partners, in compliance with donor and CIL procedures and will ensure an effective and optimized coordination.

Supervisees : None

Working Travel: This position will be based in Beirut with movements to visit the partners' offices in Lebanon and may attend regional travels.

Salary: Between 3000 and 3800 USD according to experience

Employment Start: 20th July 2015

Date: (upon funding availability)

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: University post-grad diploma related to financial, administrative and/or logistics, preferably with a focus on humanitarian and international logistics and finance.

Minimum Education Level: Bachelor Degree

Proven Experience: At least 5 years of work experience in managing a humanitarian program on the financial and logistics level. Experience of remote management is preferred.

IT / Software / Technical Skills: Knowledge and solid experience with standard office computer systems and software.

| Language Skills: | Language | Speaking | Reading | Writing |
|-------------------------|----------------|----------|--------------|--------------|
| | English | Fluent | Professional | Professional |
| | Arabic | Fluent | Professional | Professional |
| | French | Optional | | |

- Competencies**
- Good experience in leading support functions in humanitarian organization.
 - Experience in building capacity of national partners
 - Knowledge of the accountancy software SAGA
 - Good knowledge and experience of institutional donors guidelines and procedures
 - Extensive knowledge of project management cycle
 - Ability to operate effectively in a stressful and sensitive environment
 - Ability to organize and prioritize complex and competing tasks and deadlines
 - Highly flexible and adaptable
 - Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
 - Demonstrate background in effective leadership in small teams.

Detailed Responsibility #1: Management of financial resources

- Responsibilities & Tasks**
- Responsible for budget planning, monitoring and reporting, in collaboration with the Technical Coordinator and the DCD-PS by ensuring that contractual obligations are fulfilled.
 - Manage the cash flow, cash transfer to partners and ensure financial monitoring
 - Follow-up of the accountancy (day-to-day accountancy, monthly closure, etc.)
 - Participate in preparation of audit and external evaluations.

Responsibility #2: Management of Logistics

- Ensure that procurement procedures implemented by the partners are in line with CIL and donor guidelines and policies.
 - Ensure that all logistics activities followed by the partners respect agreed work plans
 - Supervise the purchase and procurement in line with organizational and donors requirement for the remote assistance team activities.
 - Manage the day-to-day logistics for the remote assistance team (transportation and vehicles follow-up, purchase, premises, communication management, etc.) while ensuring a good respect of
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the guidelines and policies.

Responsibility #3: Management of Administrative & Human Resources

- Collaborate with the Deputy Country Director – Remote Assistance Program on recruitment, implementation of staff appraisal processes, HR follow-up of the remote assistance team.
- Ensure correct and accurate implementation of administrative procedures and legal framework.

Responsibility #4: Capacity building and coordination

- Ensure continuous training and capacity building to strengthen and develop the administration, logistics and finance department of partners and CIL remote assistance team.
- Take part in CIL internal and external meetings and represent CIL on the administrative issues.
- Collaborate with IP Managers and their teams to ensure adequate oversight and effective guidance on all PS activities.

For application: Recrutement.programmes@gmail.com

The deadline for submission of applications is July 20th 2015
