



## Deputy Country Director – Programme Support CARE International in Lebanon

**Start date:** ASAP

**Organization:** CARE International in Lebanon

**Location:** Beirut- Lebanon

**Reports to:** Country Director

### CONTEXT

CARE re-established an operating presence in Lebanon in April 2013 in response to the Syria crisis to complement similar programming by CARE in and from Turkey and Jordan, having secured registration with national authorities in Beirut during a brief earlier Emergency Response in 2006 as an outreach response from Jordan.

The current country programme is coordinated from a CO in Beirut and two sub-offices: in Chouf, serving the South and Tripoli the North.

To the initial WaSH winterization activities have been added work in the Basic Assistance sector (via unconditional cash programming), with beneficiaries of all our programmes including vulnerable local communities as well as displaced refugees and prioritize the needs and rights of women and girls.

Lebanon country team is currently initiating work in shelter within an emerging holistic urban approach which focuses on longer-term development efforts. Our most recent activities include piloting Livelihoods programming and detailed field research into SRH.

CARE International is looking for a Deputy Country Director - Programme Support to supervise financial, logistics, human resources and administrative operations.

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### Job Summary

The **DCD (Deputy Country Director) Programme Support** provides leadership, direction and management of all Program Support (financial, HR, logistics and administration) activities in the Country Office (CO). A significant part of the DCD PS responsibility is the oversight of financial and administrative activities to reduce risk and ensure compliance with donor and CARE policies. S/he supervises the Country Office Support Department and ensures the proper recording, documentation, control, monitoring and reporting of financial, administrative, HR and logistics operations and business transactions.

The **DCD Programme Support** ensures that all support and financial functions are implemented efficiently and cost-effectively, providing high quality services and information to 'clients' at the CO, regional and headquarters level as appropriate, as well as donors and other stakeholders.

### Main Responsibilities

#### Senior Leadership

- Work closely with the Country Director, CIL's other Senior Management and CARE France Controlling Manager to ensure that strong partnership working is developed and maintained between Support, Program staff, and CARE France Head office.
- Support and advise the Country Director when taking key decisions at the CO level.
- Lead the development and revision of program support and financial policies, procedures and systems
- Respond to all administrative requests from CARE Members, donors and governmental agencies and colleagues.

### ***Budget and Financial Management***

- Manage the CO's financial policy development, monitoring and evaluation of the policies and procedures in liaison with CARE international standards. Oversee the preparation of financial analysis for decision making. On a monthly basis, the DCD PS will prepare donor financial statements and share these reports with the appropriate program staff in the CO and in HQ.
- Supervise the management of the finance department's staffing, organization and development. Provide direction in budgetary planning processes and prioritize activities for the finance department. Ensure that deadlines of monthly/quarterly/annual closings are met, and ensure that accounting data is reliable.
- Provide support to the Programme department in developing donor reports, no cost extensions etc.
- Manage the preparation and monitoring of CO project and shared budgets and internal and external financial reporting. Ensure donor reporting schedules are met in an accurate and timely manner. Advise senior staff regarding the status of their budgets including expenses and forecasted trends.
- Ensure all accounts are managed adequately and liquidated in a timely and accurate manner.
- Supervise bank accounts and cash flow management.
- Identify gaps in budgeting processes and analyze if current budgets can support the structures in place
- Support the Programme team with identifying good partners through due diligence, ensuring that partners fully comply with applicable policies and procedures, review the expenses and supporting documents from Partners and provide training and capacity building.

### ***Administrative and Logistics Management***

- Supervise the implementation of procurement activities to ensure adherence to policy and procedures, cost-efficiency, and timely receipt of materials, equipment and services.
- Supervise the management of the CO and sub-offices to ensure appropriate maintenance, repair and organization and follow-up of the lease agreements.
- Supervise the maintenance and repair of all vehicles and appliances, inclusive of monitoring maintenance schedules, fuel consumption, registration and insurance. Also, monitor maintenance and fuel usage costs to ensure cost-efficiency.
- Supervise the management, maintenance and usage of communications, including internet connectivity, mobile phones etc. and ensure that equipment is maintained efficiently and effectively by the staff in all offices.

### ***HR Management***

- Develop, review and update human resource and administrative policies and procedures (compliant with CARE systems) and ensure they are effective, efficient, fair and transparent, promote equal opportunities and in compliance with local labor laws.
- Assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations.
- Ensure pertinent organigrams, contact lists, and information flow lines are constantly updated and widely shared.
- Ensure a complete orientation package is in place and that all new staff are oriented on time. Assess training and development needs of staff.
- Establish and maintain personnel files (job descriptions, terms of reference and submission of personnel requisitions, regular performance evaluations).

### ***Technical Skills***

- ✓ Thorough understanding of financial accounting, reporting and grants and contract management processes;
- ✓ Solid analytical and problem solving, financial troubleshooting and audit experience;
- ✓ Facilitation skills to conduct training sessions for small, medium and large sized groups;
- ✓ Ability to maintain customer focus while handling multiple priorities; Ability to quickly learn new systems, processes and procedures and adapt local practices to global standards;

- ✓ Knowledge of various donors' regulations and policies: European Union, BPRM, DFATD, Unrestricted, General Managed funding, as well as private funding,
- ✓ Thorough understanding of SAGA Software,
- ✓ Proficiency in Microsoft Office including Excel and Word and good skills at using financial software applications.

#### Personal skills

- ✓ Excellent leadership, people management, coaching and negotiation skills;
- ✓ Effective and professionally mature team leader;
- ✓ Ability to work at detailed level and understand the larger picture;
- ✓ Ability to maintain customer focus while handling multiple priorities;
- ✓ Strong oral and written communication skills;
- ✓ Ability to work under stress;
- ✓ Fluent in English mandatory, French and Arabic an asset.

#### Education/Training

M.S. Degree in Accounting, Finance or Business Management or equivalent.

#### Experience

##### Required

At least five years as a Financial/Admin Manager or equivalent experience

Knowledge of NGO / humanitarian field

##### Desired

Five to ten years' experience in not-for-profit financial, budgeting, accounting, financial reporting, grants/contract management and business management in developing countries.

*Please send your candidature to [recrutement.desk.carefrance@gmail.com](mailto:recrutement.desk.carefrance@gmail.com)  
The deadline for applications is November 10<sup>th</sup>*