



# CARE International in Lebanon

## JOB DESCRIPTION

**Position: Socio-Economic Development Coordinator**

<b>Organization:</b>	CARE International in Lebanon
<b>Department/Division:</b>	Program
<b>Unit:</b>	Social and Economic Empowerment
<b>Last Update:</b>	August 2018
<b>Category:</b>	Head of Unit
<b>Work Location:</b>	Beirut
<b>Supervisor:</b>	DCD Program
<b>Posting Restrictions</b>	None
<b>Job Summary:</b>	<p>CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members and 4 affiliates. In 2016, CARE worked in 95 countries around the world, supporting development and humanitarian projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 95% of our staff are nationals of the countries where our programs are implemented.</p> <p>CARE International in Lebanon (CIL) is part of a CARE regional response to the Syrian Crisis. In Lebanon we work to meet the immediate and most urgent needs of the women, men, boys and girls who have fled Syria. CIL is also supporting local communities with their longer-term needs and basic rights through WASH, Shelter, basic assistance, protection, and longer term economic development activities in collaboration with local partner organizations in the North, South, Beirut, and Mount Lebanon Governorates.</p> <p>The Socio-Economic Development Coordinator will be based in the Beirut office and will support CARE to develop innovative solutions and programming under the socio-economic sector to benefit refugees and host communities. The position is expected to work with an array of external and internal stakeholders to build on the extensive work of CARE both in Lebanon and the region. Additionally, the position will lead the strategic outcomes of several economic empowerment and associated projects by ensuring the effective, timely and coordinated management of each project across the portfolio. This senior role is responsible for strategic direction and planning, proposal development, as well as leading the team on project cycle management.</p>
<b>Supervises</b>	Project Managers
<b>Working Conditions:</b>	This position will be based in Beirut office
<b>Salary:</b>	Competitive
<b>Employment Start Date:</b>	Immediately
<b>Duration of Contract:</b>	9 months (with potential to renew)
<b>Contract Type:</b>	Fixed Term
<b>Other contract elements:</b>	This position is open to national and international (non-family station).

<b>Education &amp; Certification:</b>	Master's Degree in associated discipline preferred
<b>Proven Experience:</b>	<p>Operational experience in urban and rural economic development programming in low and middle-income countries</p> <p>Excellent skills and experience working in a range of economic empowerment and/or local economic development programs including public-private partnerships; women's economic empowerment; micro and small business start-ups; microfinance;</p> <p>Excellent knowledge of the major donors and demonstrated high level of proposal development and reporting</p> <p>At least 6 years' experience working within the NGO, UN, local organizations and/or donor community at a senior level in the area of livelihoods and economic opportunities</p>
<b>IT / Software / Technical Skills:</b>	Familiarity with MS Office software, such as Excel Desirable:
<b>Language Skills:</b>	Fluency in English and Arabic preferred.
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills, and ability to design and direct research, needs assessments, and evaluations</li> <li>• Excellent interpersonal and communications skills including high level proposal writing</li> <li>• Demonstrated experience in staff training and coaching</li> <li>• Outstanding organizer</li> <li>• Strong team player and experienced collaborator</li> <li>• Effective in negotiation and representation</li> </ul>
<b>Detailed Responsibilities &amp; Tasks</b>	<p>Responsibility #1: Program Leadership and Management</p> <ul style="list-style-type: none"> <li>• Oversee the overall implementation of CARE Lebanon's economic empowerment programs supporting support project managers in successful project delivery as per national standards, donor agreement and CARE guidelines and agreed implementation strategy.</li> <li>• Participate in grant review meetings ensuring partner NGOs are compliant with donor regulations and able to deliver quality and timely activities.</li> <li>• Ensure partners capacity is being built through association with CIL.</li> <li>• Conduct regular field monitoring visits to provide support to partners and to ensure quality implementation.</li> <li>• Monitor expenditure on a monthly basis to ensure spending is on track, and ensure forecasts are updated based on activities and in compliance with donor regulations.</li> <li>• Oversee programmatic and financial reports for donor, government and the country office as required. This will involve compiling of information from a range of program and financial staff, and working in teams to produce reports.</li> </ul>

#### Responsibility #2: New Business Development

- Lead on the development of new programs and partnerships with the program team, including identifying opportunities in line with CARE's strategy in Lebanon.
- Keep up-to-date of relevant existing and new research in Lebanon that is related to women's empowerment/gender issues; refugees and the business environment and disseminate key information as appropriate.
- Develop new concept notes and proposals related to socio-economic opportunities and livelihoods, and provide support for shelter, WASH, community based protection, and other as required.

#### Responsibility #3: Program Strategy and Quality

- Lead on program strategy development for socio-economic sectors
- Coordinate the necessary market assessments, needs assessment, gap analysis and scoping exercises to redefine CARE's priority interventions and strategic planning in the Lebanese context.
- Develop and implement research together with the MEAL team and field staff which contributes to a deepened understanding of women's empowerment and gender issues in Lebanon, around youth and women's economic empowerment, market systems, value chain support, and engaging the private sector
- Ensure that lessons learned from the local economic development interventions are well disseminated and integrated with CIL and other.
- Support project research, evaluations, and baseline studies with technical advice and guidance
- Oversee the implementation and maintenance of M&E tools and frameworks.

#### Responsibility #4: Support in technical expertise to programs

- Coordinate technical support and training to CARE and partners staff on relevant topics such as youth and women's economic empowerment, market systems, value chain support, and engaging the private sector
- Co-design technical guidelines that outline processes, procedures, or strategies for program implementation
- Work closely with CARE's regional and global technical advisors in exchanging sound practices
- Work with program staff and technical advisors to identify the technical support needs of the projects and ensure this support is provided.

#### Responsibility # 5 External Representation

- Establish positive relations and close collaboration with other agencies involved economic development & livelihood programs in Lebanon
- Ensures information is efficiently communicated between the field and the national coordination.
- Represent CIL in sectoral coordination at regional, national and sub-national levels and with the technical authorities

<b>How to apply</b>	<ul style="list-style-type: none"><li>• In close collaboration with interagency sector coordination units, ensure CARE representation in the relevant technical coordination and forums at the field level and vis-à-vis relevant actors as relevant to the project</li></ul> <p>Interested applicants to send their resumes and cover letter <a href="mailto:dnpsrecrutement@carefrance.org">dnpsrecrutement@carefrance.org</a> by September 30, 2018</p>
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