



Job Offer
PROJECT MANAGER AGRICULTURE VALUE CHAIN
CARE International in Lebanon
Deadline: Open

Organization:	CARE International in Lebanon
Department/Division:	Program
Unit:	Economic Empowerment
Category:	Manager – National
Work Location:	National – Based in Beirut (With Frequent visits to Tripoli and other fields)
Supervisor:	DCD Program
Posting Restrictions	None
Job Summary:	<p>CARE is a leading relief and development non-governmental organization working to end global poverty. Established in 1946, it is now a confederation composed of 14 members and 4 affiliates. Working in over 95 countries around the world, CARE is reaching more than 83 million people through its programs. 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 regional response to the Syrian Crisis to meet the immediate and most urgent needs of those who have fled Syria and provide support to local vulnerable host populations. CARE’s programs are also designed to meet longer term needs. Working with partners in WASH, Shelter, Protection, Livelihoods and economic opportunities in the North, South, Beirut, and Mount Lebanon Governorates CARE has a special emphasis on working with women and girls.</p> <p>CARE is implementing a capacity building and livelihood community-based agriculture project that seeks to address critical capacity gaps along targeted value chains at both the individual, communal and institutional levels This position is responsible for the full Implementation of a CARE International project being implemented in the North, Mt. Lebanon, and the South. The PM will be accountable for the overall management of the project in line with CARE’s contractual agreements, donor requirements, and best practice and as per the Government of Lebanon standard operation procedures. The PM is to ensure strong relations are established and maintained with relevant private sector, local partners, relevant national ministries, and all other relevant stakeholders. The PM will also work to maximize synergies with other CARE and non-CARE projects and be responsible for capacity building both externally and internally.</p>
Supervisees:	None
Employment Start Date:	September 2018
Duration of Contract:	One Year Renewable
Contract Type:	Fixed Term
Other contract elements:	<p>NA</p> <p>The direct supervisor reserves the right to adapt this job description at any time during employment according to needs.</p>

	Any extension of this contract is dependent on performance review and funding availability.			
Education & Certification:	Bachelor or master's degree in business administration, socio-economics, agriculture, political science or equivalent. Alternatively, Bachelor or master's degree in agriculture, or urban planning.			
Minimum Education Level:	Bachelor's or master's with five years of experience			
Proven Experience:	<ul style="list-style-type: none"> • At least 5 years of experience as a project manager in an international NGO, preferably in agriculture and business development • Operational experience in urban and rural economic development programming in lower middle income countries preferred • 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 opportunities; micro and small business start-ups; microfinance; agriculture projects, 			
IT / Software / Technical Skills:	Familiarity with MS Office software.			
Language Skills:	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
	Arabic	Fluent/Mother tongue	Professional	Professional
	English	Fluent/Mother tongue	Professional	Professional
	French	Optional	Optional	Optional
Competencies	<p><u>Required</u></p> <ul style="list-style-type: none"> • Strong capacities in project cycle management and budget follow-up. • Strong capacity to coordinate with a team, coalition and consortium. • Outstanding skills in establishing partnerships and strengthening capacity of local partners with private sector actors and players, as well as with Local Communities and Local & National CSO. • Excellent capacity to supervise, staff local partner organizations in a sub-grantee relationship and provide information in a timely manner to CARE's international partners and senior management. • Strong understanding of the needs and challenges of the Agricultural SME Sector • Familiarity with the Lebanese economy, market, Labor Market and Social Entrepreneurship. • Very good communication, coordination and diplomacy. • Integrity, fairness and impartiality. • Ability to manage sensitive cases and confidential information. • Ability to work under pressure <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of the main Lebanese economic sector, Business environment and common practices in Lebanon, and of international guidelines. 			

	<ul style="list-style-type: none"> • Demonstrable experience in engaging with private sector and micro enterprises (Knowledge and Technology Transfer as well as access to finance) • Experience in managing large grants • Knowledge of the socio-economic circumstances in Lebanon
<p>Detailed Responsibilities & Tasks</p>	<p>Responsibility #1: Project Implementation Ensure project cycle management as detailed below:</p> <ul style="list-style-type: none"> • Ensure the overall project elaboration phase as per donor agreement, CARE guidelines, and agreed implementation strategy. • Develop, update and follow up a detailed work plan, in line with donor agreement and DCD-P guidance • Develop steps and procedures in the planning and implementation of the project • Monitor, evaluate and suggest changes and improvements in programme and materials based on observations and discussions with stakeholders • Elaborate budget spending and forecast including tracking and managing partners' spending. • Ensure procurement plan are timely placed and communicated to the procurement department, according to CARE procedures. • Ensure proper documentation, tracking and filing of all project's activities in line with project objectives, donor requirements, CARE compliance rules and implementation strategy. • Develop a strong approach for a better community mobilization and participation (Through local stakeholders as well as with Right Holders/or local population) in order to improve the access to livelihoods. <p>Responsibility #2: Project Team & partnership Management</p> <ul style="list-style-type: none"> • Line Manage the project team members and ensure performance is in line with project, CARE's, and donor's expectations and requirements • Monitor and Coordinate implementing partners performance • Participate in grant review meetings ensuring partner INGOs are compliant with donor regulations and are on track with spending. • Make sure all project team members have clear job descriptions and their job performances are evaluated accordingly. • Identify learning and training opportunities for CARE project team. <p>Responsibility #3: Representation and Coordination</p> <ul style="list-style-type: none"> • In close collaboration with sector Coordinator, ensure CARE representation in the relevant technical coordination meetings at the Technical committee's level. • Support in the organization of field visits by donors, peer agencies, CARE Members, Media, etc. • Coordinate closely with other sector coordinators to ensure synergies

- Work closely with admin, logistics, procurement, and HR units to ensure the success of the project by initiating relevant planning tools (such as procurement plans) and regular coordination meetings.
- Consolidate CARE's relation with the main economic and social stakeholders (Chamber of Commerce, Municipalities, Unions of Agriculture, Union of Traders, Union of workers, Grass roots NGOs, Youth and Women Organizations).

Responsibility #4: Reporting & Information sharing

- Ensure partner NGOs regularly report to CARE according to established procedures.
- Draft narrative and quantitative reports as per CARE internal requirements and donor requirements.
- Ensure internal communication and data sharing on project with relevant departments specifically MEAL, grants, communications, and advocacy

Responsibility #5: Program Quality and Learning

- Support development of MEAL plan and program quality activities e.g. project quality meetings, and learning events;
- Ensure project data and achievements are up dated and reported monthly
- Support and feed into monitoring and evaluation activities
- Ensure partner NGOs regularly report to CARE according to established procedures.

Draft narrative and quantitative reports as per CARE internal requirements and donor requirements.

The Project Manager will also have to fulfill any other task as requested by her/his supervisor depending on the programmatic priorities in the Field Office.

Application Procedure:

Interested applicants to send their resumes and cover letter to dpsrecrutement@carefrance.org