



CARE International in Lebanon

JOB DESCRIPTION

Position: Director of Program Development and Impact

Organization:	CARE International in Lebanon
Department/Division:	Program
Unit:	Program
Position Title:	Director of Program Development and Impact
Work Location:	Beirut with frequent travel throughout Lebanon
Supervisor:	Country Director
Job Summary:	<p>CARE International foundation and its Mission, is built around life saving, fighting poverty and social justice programming. CARE International Lebanon programs offer variety of spectrum with emergency and development programs across the board throughout the country. CARE International presence in Lebanon stems from 2006, and recently it has been relaunched in 2014 to support Syrian refugees that were displaced in Lebanon from ongoing civil War.</p> <p>Currently, CARE International presence is throughout the country with offices in Beirut and Tripoli. The main program sectors that CARE Lebanon is working are; Gender-Protection, Food Security Livelihood and Shelter with aspiration to work on Environment and Governance areas in forthcoming period. Currently programming is focused in addressing multi-challenges faced by most vulnerable in Lebanon: a) vulnerable communities affected by Lebanon socio-economic crisis;, b) Syrian refugees hosted throughout the country;, c) affected citizens by Beirut Explosion;; and d) addressing COVID 19 needs in areas of FSL and protection.</p> <p>CARE Lebanon has scaled up rapidly over the past few years and today it has just about 140 staff members, implementing all its programs via different local/national organization partners. 95% of the team is composed of national staff with symbolic number of internationals present. Currently, CARE Lebanon is undergoing major important process such as Country Strategic Programme Plan, and planning to complete renewal of Gender, Protection, and FSL. Subsequently it is expected to have Partnership and Advocacy Strategies developing this year.</p> <p>The post holder will be expected to lead on strategizing at programme level, programme development, donor positioning, programme integration and finally developing sustainable reach capacities in the area of MEAL.</p>
Supervises	Sector Coordinators, Partnership Manager, MEAL Manager and Snr Program Dvp Officer
Working Conditions:	This position will be based in Beirut office, with extensive fieldwork and travel throughout Tripoli, Saida, Tyre and Bekaa Valley.
Salary:	Based on CIL salary scale
Employment Start Date:	October 2021
Duration of Contract:	1 year (renewable)

Contract Type:	Fixed Term Employment Contract			
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:	Master's degree in Social Sciences, International relations or related fields.			
Minimum Education Level:	Bachelor's degree in social sciences, etc..			
Requirements	Valid driving license			
Posting Restrictions:	Flexible			
Proven Experience:	<p>More than 5 years' experience in a similar role working in managerial functions More than 10 years experience working in INGO programs Very good knowledge of Lebanon, Middle East context and its communities Very good experience in managing teams Excellent knowledge of donor expectations, networking and relationship building Strategic and program development experience Strong analytical skills, and excellent documentation and communication skills are essential. Demonstrated ability to work under pressure, excellent planning skills and provide timely quality information and reports Ability to work well with a team and establish relationships with other teams/offices Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures with highly developed interpersonal skills and fluency in English</p>			
IT / Software / Skills:	Good command of Excel, Word, and Outlook			
Language Skills:	Language	Speaking	Reading	Writing
	English	Fluent	Fluent	Fluent
	Arabic	Fluent	Fluent	Fluent
Competencies	<ul style="list-style-type: none"> • Demonstrated experience in programme strategic development • Demonstrated in donor landscaping • Knows well INGO programming cycles and has a sense of how aid is reshaping. • Strong analytical skills, and ability to design and direct sector/area plans • Ability to work independently with minimum supervision and with a strong leadership • Strong sense of ownership and able to see through the completion of task assigned • Demonstrated managerial and practical experience • Excellent time management skills, ability to organize and prioritize tasks, and meet deadlines • Sense of diplomacy and negotiation • Ability to operate effectively in a stressful environment 			

	<ul style="list-style-type: none"> • Flexible and adaptable • Ability to improve and institutionalize approved program development and grant reporting processes • Adapt to changing environment • Excellent interpersonal skills with ability to ensure PDI department objectives and understanding among all teams • Decision-making skills • Demonstrate fairness, integrity and impartiality
<p>Detailed Responsibilities & Tasks</p>	<p>Responsibility #1: Strategic Planning</p> <ul style="list-style-type: none"> • Contribute to the development, maintenance, and review of programme strategy for the CIL. • Take a lead role in developing program strategies • Ensuring integration of all technical input to country strategy, proposals and reports • Participate in conceptualizing and designing cost effective, innovative and high quality programs • Ensure that programs are based on strategic CIL documents like Rapid Gender Analysis, Country Program Strategy, and to the CARE International program objectives globally. • Initiate new project concepts and may lead small pilot projects which will transition later to implementation team as soon as developed and becomes a comprehensive project. <p>Responsibility #2: Program Design and Technical Assistance</p> <ul style="list-style-type: none"> • Ensure that the CIL Country Office has a quality, multi-sectoral and program reflecting all priority technical and sector aspects of the CARE International global strategy • Ensure the design and development of woman focused emergency and development programs of a high quality that contribute to the Country Office’s strategies and plans, informed by CARE International global standards and principles • Ensure that the different sector coordinators of the Country Office are coordinated, integrated and support each other to optimize programs and projects • Ensure that technical staff provide input into proposals and proactively and regularly communicate planned requirements for program design and implementation to relevant Country Office departments/functions • Support the Director of Programme Implementation and team in ensuring adequate resources are secured for program activities from various in country and international, institutional donors. • Ensure excellent coordination and cooperation with Implementation teams <p>Responsibility #3: Assessment, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Maintain a robust M&E system to measure achievement and progress toward program goals and results • Measure achievement and progress toward program goals and results through the M&E system • Contribute to grants/projects reporting and total reach annual compilation

- Lead on internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary in coordination the programme implementation team
- Oversee CARE International Lebanon research programs

Responsibility 4: Sector Coordinator Support and Oversight

- Provide guidance and leadership support to Sector Coordinators in Gender-Protection, FSL, Shelter and WASH
- Ensure Sector Coordinators have sufficient technical and management guidance and resourcing support from CIL to effectively represent in respective forums/WGs.
- Engage with UN Agencies on a sectoral or cross-sector basis regarding working group

Responsibility 5: Knowledge Management

- Ensure learning by the country program from relevant best practice and assess performance regularly against agreed program objectives and indicators
- Ensure learning by the country program from relevant best practice internally and externally both nationally and globally and make learning from CIL available for other programs.
- Engage in relevant national and global networks
- Ensure establishment and operation of an online system that will enable CIL staff to access a centralized data and information system

Responsibility 6: Engagement with Partners to develop effective partnerships

- Assess the current partnerships portfolio identifying strengths, weaknesses, opportunities and threats, to inform strategic decision-making
- Develop CARE International Lebanon Partnership strategies based on CARE's Programme strategies and consultation with partners and CARE staff
- Facilitate partner involvement in CARE proposals and input directly to ensure partner design and costs are appropriately represented and adequately resourced
- Propose, design and pilot innovative approaches to working in effective partnerships to deliver upon CARE programmes and partnerships strategies
- Support, guide, and oversee a full menu of capacity assessment and building support for partners as identified/requested by partners.
- Provide support to partners' proposal development from an organisational and operational standpoint

Responsibility #7: Staff Management, Mentorship, and Development – Program Implementation

- Ensure appropriate staffing within Program Implementation and Logistics
- Ensure that all staff understand and are able to perform their role
- Manage Program Sector Coordinators, Partnership Manager, MEAL Manager and SPO team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff

- Incorporate staff development strategies and Performance Management Systems into team building process. Establish result based system and follow up
- Manage the performance of all staff in the Program Development and Impact work area through:
- Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of performance that is less than satisfactory, with appropriate performance improvements/ workplans

CARE is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, gender, color, religion, and sex.

SUPERVISOR SIGNATURE	
DATE	
EMPLOYEE SIGNATURE	
DATE	