



Position – Program Officer (Education)

About MERATH

MERATH is a faith-based organization that partners with local churches and organizations to implement relief and development projects for around 10,000 displaced and vulnerable families in Lebanon, Syria, and Iraq, in the fields of basic needs, education and child protection, and livelihoods and recovery.

www.merathlebanon.org

Position Purpose

The Program Officer will monitor and evaluate education and other relief and development projects of LSESD to ensure that projects are implemented and conducted in accordance to international standards and with full accountability. Additionally, the PO will develop funding proposals that address identified needs in development and relief, particularly education, and will ensure that new projects, once identified, are properly designed, funded and implemented. Ongoing maintenance and cultivation of existing donor network and relationships will be maintained by reporting on project deliverables and providing communication materials.

Responsibilities

*Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Key Result #1 – Responsibilities.

1. Responsible for assessment, monitoring and reporting of education projects of MERATH;
2. Coordinate with MERATH's implementing partners to ensure that all projects are implemented with full accountability and in adherence with international standards;
3. Develop proposals, part of the team, for donors to ensure that all projects are adequately funded in order to implement the quality of program that is required;
4. Assist in developing a network of international and local donors in order to address identified development and relief needs;
5. Identify and implement capacity building opportunities for LSESD's local partners. Build mentoring relationships with local partners to ensure that they have the capacity to implement projects;
6. Work collaboratively to ensure that the necessary assessments are conducted, relationships with and capacity of the local partner are built, proper project designs are done, and funding acquired;
7. Report to and communicate with donors as required. In addition provide communications material to donors and other stakeholders;
8. Build capacity of other MERATH staff through training and coaching;
9. Develop, with the Director, education strategies for MERATH for each operational country.

Key Result #2 – Relationships.

1. Report on a regular basis to the Director to update on all relevant activities;
2. Work closely with the LSESD Development and Public Relations (DPR) team on all matters of communications, and relationship with donors and the media;
3. Cultivate relationships with pastors of local churches, and local and international NGOs who are partners of MERATH in order to effectively monitor and report on projects;

4. Coordinate with other NGOs and locally based donors individually and through available coordination mechanisms as appropriate;
5. Coordinate with other departments of LSESD as and when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent people skills including warmth and sensitivity, conversational, able to relate to and effectively communicate with people from different cultures (at various levels within the organization);
- Able to self-manage a diverse and dynamic set of responsibilities, proactively solve problems and / or suggest viable solutions while advancing goals and objectives;
- Demonstrated computer operating skills, including proficiency in Microsoft Office products, Google platform, and virtual technologies such as Skype
- Excellent organizational skills; ability to plan and coordinate work, ensure the efficient flow of projects and processes;
- Ability to train, mentor;
- Familiar with international guidelines such as SPHERE, CHS, and IASC guidelines on sexual and gender based violence;
- Well versed with project cycle management, structured planning tools, and a range of donor requirements, and skills in partner relations;
- Familiarity with MEHE and other national-level frameworks and approaches;
- Experience working in partnership with local partners highly desired;
- Ability to drive in Lebanon desired.

Education and Experience: Post graduate degree or training in an appropriate discipline that is relevant to relief and development; at least 2 years of experience with relief and development organization(s), with a good understanding of the realities of the field and of the donor world; or equivalent combination of education and experience.

Supervisor Responsibilities: This position may have direct supervisory responsibilities, previous management experience desired.

Language: Excellent proficiency in spoken and written English. Arabic language desired. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups and stakeholders.

Interested candidates are kindly asked to send their CV and a cover letter to the following email address: Hr@lsted.org

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www.Lsed.org

www.facebook.com/LSESD/

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