



Job Description for Education Program Officer

Position – Education Program Officer (full time)

Location – Beirut, Lebanon

Reporting to – The Director of MERATH

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. As part of the team, develop proposals 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. When projects or opportunities are identified, 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. With Director, develop sectoral strategies for MERATH for each operational country.

Relationships

- Report on a regular basis to the Director to update him/her on all relevant activities.

- Work closely with the LSESD Development and Public Relations (DPR) team on all matters of communications and relationship with donors and the media.
- Cultivate relationships with pastors of local churches and local and international NGOs who are partners of MERATH in order to be able to effectively monitor and report on projects.
- Coordinate with other NGOs and locally based donors individually and through available coordination mechanisms as appropriate.
- Coordinate with other departments of LSESD as and when needed.

Experience and Qualifications

- A post graduate degree or training in an appropriate discipline that is relevant to relief and development.
- At least 3 years' experience with relief and development organization(s) with a good understanding of the realities of the field and of the donor world.
- Well versed with project cycle management, structured planning tools, and a range of donor requirements.
- Familiar with international guidelines such as SPHERE, CHS, and IASC guidelines on gender based sexual violence.
- Skills and experience in writing, training, partner relations.
- Strong skills in organizing and planning.
- Written and spoken fluency in English and Arabic

Desired Qualities

- Culturally aware and sensitive
- Flexible and able to work with ambiguity
- Able to maintain positive relationships
- Capacity to learn and adapt quickly
- Ability to drive in Lebanon

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

June 2019

www.Lsted.org

www.facebook.com/LSESD/

Information@Lsted.org