



Lebanese Society
for Educational & Social Development
الجمعية اللبنانية للإتماء التربوي والإجتماعي

JOB DESCRIPTION Program Officer

Lebanese Society for Educational & Social Development, LSESD - THIMAR

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Position Overview

The Program Officer will monitor and evaluate education, child protection, and / or other projects of Thimar-LSESD through its relief and development arm MERATH to ensure that projects are implemented and conducted in accordance with international standards and full accountability. The PO will develop funding proposals that address identified needs, particularly education and child protection, and will ensure that new projects, if 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.

Program Officer 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.

- Responsible for assessment, monitoring, and reporting of education projects of MERATH.
- Coordinate with MERATH's implementing partners to ensure that all projects are implemented with full accountability and in adherence with international standards.
- Develop proposals for donors to ensure that projects are adequately funded to implement the quality of program required.
- Assist in developing a network of international and local donors to address identified development and relief needs, particularly education and child protection.
- Identify and implement capacity building opportunities for THIMAR-LSESD's local partners to ensure that they have the capacity to implement projects.
- Work collaboratively with MERATH staff, local implementing partners, and funding partners to ensure necessary assessments are conducted, relationships with and capacity of the local partner are built, proper project designs are done, and funding acquired.



- Report to and communicate with donors as required, including providing communications material to donors and other stakeholders.
- Build capacity of other MERATH staff through training and coaching.
- Develop, with the Director, education strategies for MERATH for each operational country.

Relationships

- Report on a regular basis to the Director to update 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 and staff of local churches, and local and international NGOs who are partners of MERATH to effectively monitor and report on projects.
- Coordinate with other NGOs and local humanitarian actors individually and through available coordination mechanisms as appropriate.
- Coordinate with other departments of LSESD as and when needed.

Job 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 and Zoom.
- Excellent organizational skills: ability to plan and coordinate work among various stakeholders, ensure the efficient flow of projects and processes.
- Ability to train, mentor as a team member and partner.
- Well versed in project cycle management, structured planning tools, a range of donor requirements, and skills in partner relations.
- Familiarity with international guidelines such as SPHERE, CHS, and IASC guidelines on sexual and gender-based violence.
- Familiarity with MEHE and other national-level humanitarian response frameworks and approaches.



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- Experience working in partnership with local partners highly desired.
- Ability to drive in Lebanon required, ability to travel to Syria desired.

Education and Experience

- Post graduate degree or training in an appropriate discipline that is relevant to relief and development, with a good understanding of the realities of the field and of the donor world, or equivalent combination of education and experience.
- This position may have direct supervisory responsibilities, previous management experience desired.
- 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.

Essential Requirement

- LSESD has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Safeguarding policy, Code of Conduct, and Staff Handbook that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to the above-mentioned documents, is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause. Successful candidates will also be requested to provide proof of a clean police record.

Application Instructions

- Qualified and interested applicants are requested to send a resume/CV and position-specific cover letter to:
 - information@merathlebanon.org
 - hr@lsted.org