

## VACANCY: INFORMATION MANAGEMENT MANAGER- LEBANON

**Location:** Beirut, Lebanon

**Job Title:** IM MANAGER

**Type of contract:** 6 months with possibility of extension (including a 3 months as probation period)

**Starting date:** May 2018

**Monthly Gross Salary Range:** 3000-4000 EUR

**Application deadline:** 10<sup>th</sup> of April 2018

**Application procedures:**

Send your CV and cover letter to [job.openings@gvc-italia.org](mailto:job.openings@gvc-italia.org) with reference **L12**, only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

GVC is an Italian NGO founded in 1971 active in international development and humanitarian aid projects.

We work to return dignity to entire communities; we fight poverty and injustice so that the fundamental rights of every person can be recognised. In almost fifty years of activity, we have reached the remotest corners of the world, setting up thousands of sustainable development cooperation projects.

In 2016, GVC managed 84 projects, operating in 24 countries. From Africa to Latin America, from Asia to the Middle East, through to Europe. We act involving people, civil society organisations, governments and local authorities, to ensure access to water, food, health, education and work for thousands of people.

During a humanitarian emergency, GVC works to rebuild what has been destroyed and to rekindle growth and sustainable development processes. Our interventions aim to increase the population's resilience, enhancing a community's capacity to find, within its fabric, the skills and resources necessary to grow in a self-sufficient manner.

Our staff is the key to achieving ambitious goals. With nearly 770 professionals employed and 250 partners, over the past 12 months GVC has reached 1.4 million people. The organisation's programmes (26 million in 2016) are co-funded by the most important humanitarian and development aid donors such as EU (DEVCO, EACEA, ECHO, NEAR), United Nations (OCHA, UNHCR, UNDP, UNICEF, WFP, FAO) and individual countries (AICS, JICA, France and Dutch Embassies) as well as by private donors and foundations.

Our programmes rely on highly specialised staff, able to implement tailored methods and practices in order to meet the different needs of beneficiaries and donor requirements.

The challenges that characterise the environments we work in are tackled by creating innovative synergies that draw on teamwork, multi-disciplinary experiences and by pairing international and local expertise.

Respect for individuals and constancy are essential and inalienable characteristics if operating in contexts requiring strong human and professional talents.

Being part of the GVC team means taking part in the development of a dynamic organisation where the contribution of each staff member is promoted and valued, working together towards the collective achievement of our goals and vision.

## **Job Description**

GVC presence in Lebanon dates back to the start of the Syrian Crisis and since then GVC has been implementing emergency and development projects in Bekaa financed by International Donors mainly in Emergency Response.

Gender mainstream, special attention to vulnerable categories, community-based approach and good governance are cross-cutting issues included in all GVC interventions.

### **Main tasks and responsibilities:**

Within this framework, GVC recruits a IM Manager who will be responsible to coordinate the development of GVC Protection web platform. He/she will be based in the coordination office in Beirut with frequent missions in operational offices in Bekaa and Akkar. He/she will be under the direct line management of the Country Director and working in coordination with the Area Manager, Emergency and Development Coordinator, PMs and GVC Protection and policy Expert.

The CPA is a methodology which comprises a context-specific process of multi-sectorial assessment and right-based analysis to determine immediate patterns of risks and analyze the degree of the population's resilience against such risks. Throughout this, local protection strategies are elaborated and designed to increase the capacities and empower the communities and individuals, reduce exposure to harm and develop local strategies to increase protection from the impeded access to safe and dignified life.

In this context GVC is upgrading/renovating his Protection Platform which is used to collect and analyze field-level data, document CPA outputs and monitor community vulnerabilities in GVC missions worldwide. The IM Project Manager will be responsible for the success of this process. Project teams may consist of both internal and external resources and as such this role will manage the project relationship with external suppliers as necessary.

#### **1. Main tasks related to the upgrading of GVC Protection Platform**

- a. Draft a technical analysis and a proposal for the upgrading / renovation of GVC protection platform, with support of internal/external resources
- b. Establish appropriate project controls, including:
  - Workplan preparation
  - Risk & Issues Management
  - Budget forecasting
  - Resource/Task reviews
  - Monthly and Weekly Status reporting as appropriate
- c. Ensure clear responsibilities for both IM & Programme Resources are agreed and understood
- d. Liaise and translate between technology and Programme needs
- e. Oversee projects risk to minimise risk and exposure on projects and programs of change.

- f. Negotiate internal and external staff resources required to complete projects from inception to completion, and formally account for the use of allocated resources. Cooperate with business peers to gain the necessary resources required to service projects and then to give management and leadership to assigned people
- g. Carry out formal project closure, including lessons learned

## 2. Communications and Working Relationships:

- a. High level of contact with external partners to ensure understanding of brief and delivery.
- b. High level of contact with Project Managers, Area Managers, Country Representative and MEAL team in the mission and GVC Protection Task Force holding regular status meetings to ensure projects and program of work is on track

## 3. Dealing with problems

- a. Review issues, propose, and agree solutions with project team. Escalate to management team as required.
- b. Identify and review possible obstacles to the successful adoption of any new or enhanced service.

**Note that this job description must remain flexible, to respond to additional tasks or changes as identified by the line manager.**

## Qualifications

- Master Degree in Computer Science, ICT-related field, business or similar subject.
- Knowledge of development languages such as Python, Ruby, JavaScript, PHP and/or node.js
- Project Management skills using a variety of formal methodologies such as Agile and/or Prince2
- Skilled in the use of computer-based Project Management tools such as JIRA and/or GitHub
- Track record of ICT strategy and product roadmap development
- Track record of ICT product management, including design and implementation, driving toward creation of successful ICT solutions in developing country contexts
- At least, two years' experience in small, mid and large-scale project management, preferably for IT technical projects
- Experienced in full project lifecycle for application development: requirements gathering and analysis, solution design and realisation, testing and implementation
- Experience managing consultants and liaising between technical developers and non-technical stakeholders.
- Professional level of specialized knowledge and technical/functional skills
- Proven project management ability to manage multiple complex tasks, programs or projects
- Possesses general understanding in the areas of application programming, database and system design
- General understanding of Internet, Intranet, Extranet and client/server architectures
- Experience of ERP solutions
- Good general knowledge of IT applications and services

- Maintains awareness of emerging technologies and potential application on operations environments
- Familiar with risk and financial management concepts
- Previous work in NGOs will be an asset

### **Personal and Interpersonal skills**

- Fluency in written and spoken English
- Be able to efficiently communicate, both orally and written
- Understanding of and commitment to humanitarian principles and values
- Passionate for IT project management and flexible
- Ability to work in team
- Being flexible and with the ability to adjust to changes and new requirements
- Ability to assess the work required to finish a task and to complete the task on schedule
- Good balance of managerial and technical skills and able to cut to solution decisions quickly
- Good organisational and co-ordination skills being able to successfully manage time, plans, projects and other related tasks
- Able to prioritise work effectively for execution with limited resources
- Sound analytical and problem-solving capability
- Be exceptionally detail oriented and technically minded
- Excellent organizational skills and attention to detail: ability to juggle large amounts of details while maintaining big picture

### **Will constitute a plus**

- Previous experience in the Middle East Countries, Syrian Crisis
- Knowledge of Italian and/or Arabic