

## VACANCY: COUNTRY REPRESENTATIVE- LEBANON

**Location:** Lebanon, Beirut

**Job Title:** Country Representative

**Type of contract:** 12 months contract with possibility of extension

**Starting date:** 1<sup>st</sup> of November 2017

**Application deadline:** 30<sup>th</sup> of September 2017

**Application procedures:** send CV to [job.openings@gvc-italia.org](mailto:job.openings@gvc-italia.org) reference L8, only pre-selected candidates will be contacted

### Job Description

GVC is working in Lebanon since 2006 in emergency, development and LRRD activities but since the beginning of 2013 is mainly active in the country responding to the impact of the Syrian crisis both in direct support of the refugees as well as the hosting communities.

Main sectors of interventions are Education, Protection, WASH, Shelter, Livelihood and main donors are AICS, ECHO, EU, OCHA and UNHCR.

Within this framework, GVC recruits a Country Representative responsible for the coordination and overall management of actions implemented in Bekaa Valley in education, livelihood and shelter with an inclusive approach. The CR will be under the direct line management of the Regional Coordinator.

### Main functions and responsibilities:

Country office leadership: Lead the elaboration and implementation of the country strategy ∞ Recommend and/or determine priorities and supervise the implementation of project work plans as well as supervise and ensure quality of project reporting to donors ∞ In collaboration with the relevant staff in GVC Lebanon organigram, establish annual objectives and targets, performance measurements, standards and results expected to ensure timely and partner oriented deliverables ∞ Operate within the defined limits of authority on matters of Finance, Procurement and Human Resources and subject to any limits or conditions that may be imposed as per delegated authority ∞ Support HQ in planning, recruiting, managing and developing a flexible workforce with the skills and competencies needed to ensure optimum performance, and ensure gender and geographical diversity ∞ Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed ∞ In consultation with the Security Officer support the duties on security as outlined in the GVC Security manual.

Partnership development: Keep abreast of and assess the needs of the national government and other GVC partners operating in the country, to identify and plan with them areas for leveraging GVC services/competencies in project delivery ∞ Build and strengthen strategic partnerships in the country through active networking, advocacy and effective communication of GVC competencies in project service delivery and management to develop opportunities and engagements with new partners ∞

Develop a comprehensive partnership and programme development plan in line with GVC Country Strategic Plan and Regional Strategies to grow the pipeline opportunities in Lebanon ∞ Examine risks and opportunities presented by the strategic positioning of GVC in Lebanon and propose appropriate responses to ensure sustainable operations ∞ Lead the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners ∞ Assist the HQ to maintain public/media/donor relations to actively engage their interest/support in promoting and communicating GVC achievements, competencies and interest at global level.

Programme Management: Manage and oversee the preparation of programme documents (including business cases/strategies, policy briefs, programme plans and risk assessments) ∞ Implement internal performance and quality control systems for in-country programmes including tracking, monitoring and reporting on project delivery and financials ∞ Evaluate performance to measure efficacy and alignment of the country with the organizational/regional/country strategies and compliance with GVC standards of accuracy, transparency and accountability and to ensure that service delivery reinforces business development objectives.

Representation and advocacy: Represent GVC in Lebanon and be responsible for the management of host country relations and GVC interests in dealing with government, international and local organisations, networks and media in the Area Programme ∞ Represent GVC in strategic meetings, conferences, forums and other public events and contribute towards consolidating and raising the profile of GVC ∞ Develop and strengthen relationships with local organisations and networks and establish national and regional strategic relations and alliances with partners and civil society working in common cause with GVC objectives ∞ Maintain good partnerships relations at National and International levels ∞ Promote GVC's organizational identity and capacity to all stakeholders and partners in Lebanon and ensure GVC remains relevant to the changing needs of disadvantaged people in the country.

Knowledge management and innovation: Contribute to the development and introduction of innovation to ensure GVC is continually incorporating best practices approaches in the delivery of regional portfolio ∞ Contribute to the dissemination and sharing of best practices and lessons learned for corporate development planning and knowledge building ∞ Contribute to the planning, implementation and organization of strategic capacity building of personnel, partners and stakeholders ∞ Establish priorities, in consultation with the Regional Coordinator, for targeted investments in growth and innovation, contribute to identification and implementation of innovation and continuous improvement in support of organizational excellence and world-class performance.

#### **Professional experience:**

Minimum 8 years of relevant experience in working with NGO or International Organization with increasing responsibility and at least 2 years in the required position ∞ Previous experience in Middle East working in international cooperation ∞ Knowledge of main donors policies and procedures (UN

Agencies, Europe aid, Italian Cooperation) ∞ Project Development and proposal writing ∞ Project Management Cycle knowledge and management ∞

#### Education and skills:

An advanced university degree or equivalent in the field of Social or Political Science, Development Studies, International relations, Project Management or in one of the sectors of intervention ∞ Fluent in written and spoken English and Italian ∞ Good communication and leadership skills ∞ Ability to perform under stress condition ∞ Capacity to autonomously work and in problems prevention/resolution ∞ Ability to think strategically and conceptually and to translate these into concrete results ∞ Ability to identify, initiate and maintain good relationships with partner organizations, donors and national authorities including building professional relationships with senior decision-makers and influencers / leaders ∞ Proven organizational skills and ability to effectively manage multiple tasks while fostering quality, team spirit and positive working relationships with colleagues ∞ Strong interpersonal relationships and demonstrated ability to leverage business networks and partnerships for continued growth ∞ Demonstrates integrity by modelling the NGO values and ethical standards ∞ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability ∞ Computer skills, in particular MS Word, MS Excel, MS Outlook, MS Project ∞ **Valid and clean driving license**

#### Will constitute a plus:

Knowledge of Arabic language.