



GVC onlus  
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## VACANCY: EMERGENCY PROGRAMME COORDINATOR - LEBANON

**Location:** Zahle, Lebanon

**Job Title:** Emergency Programme Coordinator

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

**Starting date:** 3<sup>rd</sup> of April 2018

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

**Application deadline:** 25/03/2018

### Application procedures:

Send your CV and cover letter to [job.openings@gvc-italia.org](mailto:job.openings@gvc-italia.org) with reference **L10**, 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 has been working in Lebanon since 2006, and within the Syrian crises response since 2012. Historically the organization has implemented activities related to basic assistance, WASH service provision and infrastructure; livelihood and protection and inclusion activities. Currently GVC works in both Humanitarian and Development, aiming to:

1. Provide access to basic assistance;
2. Strengthen the protection of vulnerable communities through an integrated community-based approach;
3. Enhance socio-economic development;
4. Improve local water provision system through No Revenue Water approach.

At present the main donors are: Italian Cooperation (AICS), EU (ECHO, MADAD Trust Fund), UNHCR, and OCHA.

Within this framework, GVC is recruiting an Emergency Coordinator who will be responsible for managing, coordinating, supervising, monitoring and reporting on the activities related to GVC Emergency Projects in Lebanon.

## Main tasks and responsibilities

Under the general direction of the Country Representative and Area Manager, the Emergency Coordinator will be required to familiarize him/herself with all aspects of the execution of the GVC Emergency projects. More specifically, she/he will be responsible for the following:

### Programme development:

- ▶ In collaboration with the CR, Area Manager, Development Coordinator and Technical Coordinators, develop and implement an appropriate and effective strategy related to Emergency Sector setting clear objectives and indicators
- ▶ Develop new proposals, aligned to the GVC Country Strategy, involving a multisector approach, expanding the intervention of GVC into new sectors
- ▶ Support donor relations by contributing to the production of various communication products for donors and accompanying donors during the field visits in coordination with Programme and Field colleagues
- ▶ Provide strategic and technical guidance on key components of GVC's emergency work to foster good practices and ensure that Humanitarian Minimum Standards are met in all sectors.

### Project development and management:

- ▶ Monitor and support planning of Project activities, ensuring effective delivery in line with donor requirements and GVC's mission
- ▶ Prepare internal and external reports to ensure effective information flows and external deadlines are met
- ▶ Undertake field visits to gather the information on results related to Emergency response activities to ensure that all data from the field is captured documented and reports in results- based on timely manner for donors and internal purposes
- ▶ Coordinate with GVC technical, support and cross-cutting departments such as logistics, technical support, finance, IM or MEAL, to better ensure the information flow, monitoring and reporting, and provide strategical and financial oversight when required.

### **Communication and Coordination:**

- ▶ Participate in Working groups /Sector coordination meetings and other coordination meetings, as required, representing GVC and feeding back to the CR and Area Manager
- ▶ Develop and maintain appropriate, regular, transparent and supportive communication with the assigned project staff, GVC teams as well as other relevant stakeholders (e.g. beneficiaries, community leaders, local and national authorities, UN agencies, and other NGOs) with the objective of ensuring good cooperation and partnerships
- ▶ Provide effective representation for GVC donors, national and local authorities, partners and other relevant stakeholders in the country.

## **Required qualifications, skills and experience**

### **Education and skills :**

- ▶ An advanced University Degree or equivalent in the field of Social or Political Science, Development Studies, International Relations, Project Management

### **Professional Experience:**

- ▶ A minimum 6 years of relevant working experiences in related fields preferably with a special focus on the Protection sector.
- ▶ Experience in budget preparation, budget monitoring and analysis required
- ▶ Knowledge of main donor's policy and Procedures (UN agencies, EU, ECHO, Italian Cooperation)
- ▶ Sound knowledge of project cycle management and Humanitarian Principles
- ▶ Excellent verbal and written communication, interpersonal and team skills
- ▶ Capacity to work under pressure
- ▶ A good problem-solver with demonstrated resourcefulness in setting priorities and creating efficiencies
- ▶ Ability to take initiative, integrity, credibility and desire to increase responsibilities and develop leadership skills
- ▶ Capacity to work autonomously and in problem prevention/resolution
- ▶ Ability to identify, initiate, and maintain good relationships with partners 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 partnership
- ▶ Demonstrates integrity by modeling the NGOs values and ethical standards

- ▶ Displays cultural, gender, religion, race and age sensitivity
- ▶ Excellent computer skills, including full professional competency MS Office
- ▶ Valid and clean driving license

**Language requirements:**

- ▶ Fluency in English both written and verbal

**Will constitute a plus**

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