

## VACANCY: PROJECT MANAGER - LEBANON

**Location:** Lebanon, Bekaa Valley\_ Zahle

**Job Title:** Project Manager

**Type of contract:** 10 months contract with possibility of extension

**Starting date:** 1<sup>st</sup> September 2017

**Application deadline:** 20<sup>th</sup> of August 2017

**Application procedures:** send CV to [job.openings@gvc-italia.org](mailto:job.openings@gvc-italia.org) reference L7, 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.

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

Within this framework, GVC is recruiting a Project Manager who will be responsible for the coordination and overall management of 3 emergency projects funded by AICS and UN-OCHA implemented in Bekaa Valley in the sectors of Livelihood, Education, Shelter with an inclusive approach.

### Main tasks and Responsibilities

Direct responsibility for the planning, implementing and management of the activities of the projects, ensuring accurate and timely reporting according to GVC, donors and other applicable timeframes and formats ∞ Provide supervision, guidance, coordination and monitoring for project technical and social staff, ensuring clarity over project plans and priorities and encouraging effective team work ∞ Facilitate regular staff meetings to ensure awareness of project objectives, and opportunity for feedback ∞ Direct supervision of the contracts with the Contractor and the Consultancy Firm ∞ Relation with communities and local government ∞ Relation with Donors and coordination group ∞ Organization of surveys and analysis of data collected from the field and preparation of reports to be divulgate at national level ∞ Participate in Sectors coordination meetings, representing GVC and feeding

back to the Country Representative on relevant issues ∞ Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned project staff, and relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships ∞ In collaboration with Country Representative contribute to develop, upgrade and implement an appropriate and effective strategy for the involved sectors of intervention ∞ Develop new proposals, in conjunction with Country Representative and the other team members ∞ Manage the project budget for the assigned project and ensure all expenses are according to budget and meet GVC standards with regard to financial management, including accountability and good governance, in strict collaboration with GVC administrator in Lebanon ∞ Participate in project evaluations and assist in the analysis of the results, assess project impact and effective use of resources ∞ Capitalization of research and innovative activities of GVC intervention in Lebanon in the involved sectors.

### **Professional experience:**

5 years of Project Management, at least 3 in LRRD and **humanitarian sector** ∞ Experience in managing AICS (Italian Cooperation) Emergency interventions ∞ Experience in managing UN Funded Project with specific reference to OCHA Funded Project ∞ Capacity to autonomously work and in problems prevention/resolution ∞ **Experience in coordinating project implementing partners** ∞ Experience in working with administrative and technical local Authorities, preferably in elaborating strategic plan and common actions ∞ Knowledge of institutional donors and experience of proposals ∞ Good proposal writing skills including writing clear and well-argued assessment as well as excellent reporting skills ∞ Proven experience in team building and capacity building

### **Education and skills:**

Master degree in Social Science, Education, Development Studies, Rural Development and equivalent ∞ Strong networking abilities in dealing with stakeholders and in particular local authorities, institutions and donor at high performance level to promote development and implementation and implementation of social inclusion policies ∞ Capacity to work in group and in a multicultural contest and negotiation/interpersonal skills, flexibility in cultural and

organizational terms Good organizational skills and capacity in managing own times and responsibilities ∞ Fluent Italian and English language, both written and spoken ∞ Good communication and leadership skills ∞ Ability to perform under stress condition ∞ Excellent communication skills and ability to properly represent GVC externally ∞ Capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances ∞ Good knowledge of Microsoft Office pack

**Will constitute a plus:**

Previous experience in Middle East and knowledge of Arabic language.