



## **JOB OFFER**

### **Deputy Country Director - Programme**

### **CARE Lebanon**

Applications open until: COB 25<sup>th</sup> July 2025

<b>Department:</b>	Programme
<b>Location:</b>	Based in Beirut with frequent travel throughout Lebanon
<b>Direct Manager:</b>	Country Director

#### **Context**

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CARE established its presence in Lebanon in 2006 and has been responding to the Syrian Crisis since late 2012. Among CARE's key imperatives is putting people it serves first through implementing cutting edge programming in areas it operates. CARE currently carries out activities in Beirut, Mount Lebanon, Akkar, North Lebanon, South Lebanon, and the Beqaa Valley. CARE implements both emergency and development projects contributing to livelihood, microfinance, food security, protection, gender, shelter, and WASH. It targets the most vulnerable people and populations, both host communities and refugees.

In Lebanon, CARE's program strategy for the upcoming years will focus on equitable partnerships, strengthening and expanding its recovery and reconstruction programming as well improving its capacity to provide basic assistance services while pursuing development/resiliency projects in areas of food security and livelihood support, climate change, gender and protection. CARE intends to maintain its presence in all areas of Lebanon.

CARE Lebanon has scaled up rapidly over the past year and today it has about 73 staff members, with about 12 different local partner organizations. 95% of the team is composed of national staff.

Over the coming period, CARE Lebanon will undergo major important processes which involve country strategic presence, equitable partnerships, programme oversight and strategic positioning in areas of Food Security, WASH/Shelter, Gender, Protection, Livelihoods, and most importantly emergency response and with focus on durable solutions. CARE Lebanon has already worked on its key functions for the coming years and equitable partnerships is one of the key fundamentals. So, it is expected from this post holder to strongly contribute to massive changes in ways of working when it comes to the actual implementation of the programs but also in terms of programme development in a challenging and highly competitive environment.

#### **Details of the missions**

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##### **General mission**

The DCD Programme leads on all programme design, development, implementation, partnership as well as monitoring and reporting.

He/She is a member of the Senior Management Team and contributes to the strategic decision-making and direction setting of the country programme and contributes to the construction of the country presence review.

He/she contributes to CARE's Vision 2030. The ACD Programme provides strategic leadership in the areas of program development, quality, impact, implementation and partnership and ensures that CARE's programmes/projects make a significant contribution to reducing poverty and social injustice. He/ she is responsible for overseeing the development, testing and implementation of new and innovative program approaches that are synchronized with the country office (CO) program strategy. He/she will work closely with and be supported by the program units of involved CARE International Member Partners, CARE France and CARE Global levels.

The ACD Programs is responsible for ensuring integration across key programs and in particular, the BASATINE project with an emphasis on developing strong links between development and emergency programs as well as in building resilience.

This is a key position with CARE in Lebanon, demanding significant experience, professional maturity and balance, creativity, vision, and commitment.

## **Responsibilities and tasks**

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### **1. Programme Development and Planning**

- Supervise and support as needed the Program Development team as well as the technical coordinators in conceptualizing and designing cost effective, innovative and high-quality programs to serve the most vulnerable/marginalized among girls and women in particular.
- Ensure needs assessments are effectively undertaken and from them an integrated response, implementation and exit strategies are developed.
- Actively contribute to maintaining donor's relations.
- Oversee project design and proposal preparations for institutional, public and private fundings as necessary.
- Responsible for designing or updating country strategies aligned with the regional strategy and contributing to CI objectives.
- Ensure that appropriate gender focus is integrated in all new programming design and implementation with the technical support of the Gender and Protection Coordinator

### **2. Oversight and Management of Programme Operations and Delivery**

- Serve as overall budget holder for most programming,
- Ensure programs are implemented in ways responsive to the communities in need, in line with CARE International principles, values and strategic plan and following CARE International Lebanon compliance procedures. This includes working with government and national NGO-partners to strengthen national capacity,
- Contribute to preparation of timely and high-quality progress reports, program reports, and donor reports,
- Support and oversee the management of any field presence/office,
- Ensure that the project cycle management is in direct interaction with both PROG (CARE Fr grants) and OP (other CMP) departments, and in respect of the established workflows and LM accountability responsibilities,
- Ensure strategic projects are carried out in direct connection with operations, which, depending on the subject, mobilize other headquarters departments,
- Ensure adequate monitoring and reporting in accordance with CARE International's humanitarian accountability framework, relevant SPHERE standards, Do No Harm principles and in line with the country strategy priorities,

- Support the development of an organizational culture that reflects CIL full spectrum programming, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up his/her team to deliver outstanding results for girls/women/refugees/host communities and excellent customer service for CARE International Members and donors,
- Ensure that CARE International Members are provided with regular situation reports and other information updates and are made aware of humanitarian and development trends at country level.

### **3. RESOURCE MOBILIZATION AND DONOR RELATIONS**

- Maintain, Develop and enhance strong working relations with existing Donors, CARE Members including face to face meetings in locations external to Yemen
- Oversee the Program team to ensure a constant pipeline of submitted proposals and concept notes
- Seek out and develop new funding opportunities both in country, regionally and through CARE's network of CARE members throughout the world
- Ensure that the programs team maintains an accurate and up to date database of all funding opportunities and funding pipeline
- Ensure that all of CARE's internal procedures for funding opportunities (Go/No Go, IPIAs etc) are consistently and accurately applied in a time sensitive manner
- Ensure timely reporting, information sharing and communications with CI members and donors

### **4. Staff Management, Mentorship, and Development**

- Contribute to ensuring effective teamwork and morale, and that staff wellbeing is addressed.
- Be part of the Senior Mgmt Team (SMT) and function as acting in the absence of the CD
- Line manages the MEAL Manager, the Technical and Programme Coordinators (FSL, Gender and Protection, etc.),
- Recommend in collaboration with the DCD Programme Support any changes to the team composition and functioning to maximise programme quality and effectiveness and in line with available and secured portfolio,
- Conduct performance appraisals of staff under line management, ensuring regular constructive feedback and mentoring on individual performance,
- Coordinate recruitment of any replacement or additions to the positions under line management,
- Monitor ongoing human resources issues and make recommendations and adjustments accordingly,
- Incorporate staff development strategies and Performance Management Systems into team building process. Establish result-based system and follow up,
- Support his/her staff to reinforce their competencies by mentoring them and on the job training or as relevant suggest relevant trainings.

### **5. Media, Communications and Representation**

- Support the Country Director, CARE Lebanon Communication Manager and CI and CARE France Media team to ensure positive coverage and the timely provision of situation reports and fundraising material,
- Collaborate with the CO Comms Manager to ensure that all CIL communication materials and information updates are regularly provided and aligned with internal and donors' guidelines and CARE strategy,
- Ensure all information, publicity and fundraising material recognizes and respects the dignity of those who we serve,
- Participate to media interviews when necessary,

- Establish and maintain positive working relations with other NGOs, UN agencies, host government, bilateral and multilateral donors, and other principal stakeholders,
- Organize and follow-up visits from CARE members, donors, and any other relevant stakeholder, in close coordination with the Senior Management Team and the program team.

## **6. Financial Management and Planning**

- Collaborate closely with the DCD-Support to ensure all elements of compliance with internal and donor requirements and in the elaboration of budgets for new proposals,
- Collaborate closely with DCD Support for budget follow up,
- Ensure that program team is trained and aware about financial management and support the reinforcement of capacities for budget holders,
- Ensure and organize regular meetings between program and support team at diverse levels (field, Beirut),
- Responsible for reviewing monthly budget expenditure reports, pipeline, donor reports and receivables with the Country Director (CD), Administration & Finance staff and other senior program staff on a monthly basis and will ensure that Program Coordinators are managing budgets appropriately, effectively and efficiently,
- Responsible for providing information for audit implementation, and review audits reports, while supporting the implementation of internal and external audit recommendations to make sure the CO complies with donor policies and procedures.

## **Candidate profile**

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### **People Skills**

Ability to work independently and as a team player who demonstrates leadership and is able to support and mentor local and international staff and also able to work with crisis- affected communities in a sensitive and participatory manner.

### **Communication Skills**

Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills. Is capable of using conflict resolution skills to mitigate internal and external conflict of any kind

### **Work style**

Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.

### **Personal skills**

- Solutions oriented: Has an independent ability to work with teams and various departments to find solutions to problems,
- Emotionally intelligent: Is keenly aware of positive reinforcement and is capable of understanding what motivates people to perform tasks and seeks to achieve it.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles,
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner,
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a

culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.

#### **Languages skills**

- English is mandatory
- Arabic and French are an asset

#### **Education and Experience**

Post secondary degree in related fields and equivalent experience.

Minimum of five years' experience in a complex humanitarian and development environment in a similar position

#### **Application condition and modalities**

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**Contract:** fixed term contract of 12 months - renewable

**Start date:** ASAP

**Manager:** Country Director of CARE Lebanon

**Location:** Beirut, Lebanon

**How to apply?** The interested candidates have to send their cv and cover letter to the following email address: [recrutement@carefrance.org](mailto:recrutement@carefrance.org)

Reference of the offer: **ACD P CARE LEBANON**

**Local applications are highly appreciated and will be adapted to local conditions and salary grid.**

**CARE encourages diversity in its recruitments.**

Due to the significant number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 3 weeks following your application, please consider your application as not selected.