

Job Description

Job Title: Education Program Manager
Reporting to: Country Director
Location: Beirut Office with frequent field visits

Company Profile:

An international NGO addressed to the development and humanitarian needs of Palestinians and other marginalized communities.

Job Summary:

The Education Program Manager (EPM) is the technical lead and supervisor of the NGO's education programs including emergency related projects/programs. He/She is responsible for designing, planning and implementing the education programs in response to the needs of targeted children and youth. The EPM is accountable for conducting needs assessments, preparing concepts notes, required proposals, and ensuring the overall, day-to-day management and functioning of the program.

Duties and Responsibilities:

- Serve as the primary point of contact with the Country Director regarding day-to-day implementation and management concerning program deliverables
- Deliver technical guidance and oversight to the education component; development of training and capacity building for team members, curricula development, and other technical capacities
- Develop close, effective relationships with institutional donors and project partners
- Oversee and manage all working staff and provide guidance on all issues related to program implementation
- Ensure monitoring, evaluating and documenting progress of program implementation. Providing the team assistance and direction focusing on achieving agreed targets and long-term strategic objectives
- Establish and maintain systems for program operations in accordance to policies and procedures,
- Make sure that key funded program activities are achieved per program budget, timeline and donor requirements
- Direct the preparation and submission of technical and financial reports as per grant agreements
- Provide project models ideas for new opportunities in Education and Life Skills, whether for the Host communities or the PRL and PRS or Syrian refugees (Based on the kind of Beneficiaries)
- Maintain effective communication with donors and other organizations operating in Lebanon, for coordination and partnership opportunities.
- Provide feedback on new designs that align with the current Education situation of the country
- Assist in proposal writing and outreaching for new funds and projects
- Perform other duties as needed

Requirements:

- Master degree in relevant field or Bachelor's degree with commensurate work experience
- 10+ years of relevant experience leading/managing/directing large multi-sector humanitarian assistance or development programs (with an emphasis on education with specific focus on non-educational and/or vocational training)
- Technical expertise in education is required, including, but not limited to program management and administration; curricula development; training and capacity building; accelerated learning; and education in emergencies
- Have prior managerial experience to lead teams
- Previous experience in managing education programs/ projects under emergency
- This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment
- Strong analytical, organizational, and strategic planning skills with an ability to think critically and creatively
- Excellent communication, negotiation and presentation skills both written and verbally
- Familiarity with refugee communities in Lebanon including Palestinian and Syrian
- Proficiency in both Arabic and English, French is a plus