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**JOB DESCRIPTION**

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| **Job Title** | **Middle East Director** |
| **Reports to** | **Regional Director – Asia & MENA** |
| **Management Responsibilities** | * **DMEL Manager Lebanon** * **Senior Peacebuilding Advisor** * **Education & Social Stability PM** * **WPS, gender and Peacebuilding Project Manager** * **Programme Coordinator** |
| **Job location** | **Beirut** |
| **Grade** | **1** |
| **Contract Duration** | **1 year fixed term, renewable** |

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| **Job Purpose** |
| This role provides the strategic and management oversight of International Alert’s programmes in the Middle East. With direct management of our Lebanon programme and with oversight of developing our programmes across the region ( with a focus on Jordan and Syria, with the potential to expand to Iraq and surrounding regions). The post holder will be responsible for updating, monitoring and ensuring progress against Country Strategies and setting annual plans, in coordination with the Regional Director for Asia-MENA and Senior Lebanon Country Programme staff. The Programme Director sets direction, leads, maintains team morale and teamworking, safety and welfare, while overseeing the effective management of resources, and maintaining oversight and accountability to ensure programme quality, adherence to organisational mission, policies, values and ethics.  As Programme Director, the postholder is responsible for maintaining and developing positive and robust relationships with partners, stakeholders (local, national and international) and donors through effective collaboration, outreach and advocacy. The Programme Director is the interlocutor connecting global priorities with country specific plans. The post holder is expected to work in close consultation and coordination with regional and global teams to fulfil the duties/responsibilities of the position.  Working with senior Design Monitoring, Evaluation and Learning (DMEL) colleagues and Communications and Advocacy staff in the Lebanon Programme Team the post holder will drive a focus on learning and evidence-based programming and advocacy. This includes overseeing the annual reporting and reflection processes for the country programme with the DMEL Manager and the development of a Lebanon and regional specific Communications & Advocacy Strategy and Plan.  Additionally, the post holder has a regional remit for developing and overseeing programming in the Middle East region (especially in Jordan, Iraq and Syria). This includes managing peacebuilding technical advisory support services in the region and developing new partnerships in the region, including identifying funding partnerships and opportunities. |
| **Duties and Responsibilities** |
| **Stragetic Programme Leadership:**   * Leading the team in a Lebanon programme strategy update and validation process anddeveloping an operational plan which takes into account evolving context, niche, opportunities and business model. * Coordinate team members leading on new project design and fundraising, including identification of new areas of work and potential funding sources and maintaining a healthy pipeline. * Identify and develop new and diverse partnerships with local and national partners to advance joint peacebuilding aims. * Oversee financial reporting and bank accounts, managing programme budgets and performance of budget holders. * Undertake timely and accurate annual budgeting, forecasting exercises, with support from finance staff. * Ensure that all projects are effectively monitored and evaluated and impact is captured and disseminated internally and externally. * Participate in development, implementation and monitoring of annual and multi-year regional and country programme strategies, with a focus on fundraising, impact and learning components.   **Team Leadership and people management**   * Provide value-based leadership building on the Lebanon Team’s collaborative working style and continue to motivate and support staff to build on diverse strengths and talents and a culture of learning. * Line manage staff and consultants delivering contracts, ensuring all staff have clear roles and responsibilities. Ensure diversity and equity in recruitment processes. * Ensure appropriate structuring of team for efficiency as new projects come onboard. Lead on recruitment of new positions in the team, including identification of appropriate technical staff for delivery of consultancy contracts. * Provide opportunities for staff to learn and develop, and monitor staff’s progress in capacity, knowledge, and insight. * Promote coordination and cross learning within the team, regionally and organisationally. Hold relevant staff accountable for responding to the requirements and demands of functional leaders in regional and HQ teams and mediate these relationships. * Ensure respect for Alert recruitment, retention, and staff performance management policies. Ensure HR and administrative procedures comply with relevant laws, Alert global policy, and donor-specific requirements.   **Drive programme development and fundraising efforts, aimed at ensuring financial viability and impact of the Country Programme regional programme and its various cost centres. Place particular emphasis on Lebanon, Jordan and Syria for this JD area during this next period.**   * Develop, maintain and implement a programme wide strategy for fundraising, and support the development of country/region specific fundraising strategies. * Develop new partnerships at a regional level in coordination with the Asia-MENA RD and MENA colleagues. * Oversee the development of Lebanon, Syria and Jordan country specific/ cross-context bids, in collaboration with geographic and thematic teams. * Conduct and assist in the negotiations of contracts with donors within parameters agreed with the Regional Director, ensuring that Alert’s best interests are represented. * Oversee the maintenance of an up-to-date project pipeline, ensuring that this pipeline is filled with high quality, competitive proposals and bids sufficient to meet the financial targets of the programme.   **Programme implementation**   * Ensure Alert’s current programming in Lebanon and the region delivers impactful peacebuilding. Directly support project implementation and grant management where needed, including conducting field scoping and monitoring visits. * Support project teams to coordinate and communicate effectively with implementing partners. * Manage relationships with donors and consultants for the delivery of contracts. * Ensure the programme has effective monitoring and evaluation plans. * Create the space for learning lessons and ensure effective knowledge management within the team and communication of impact and results to various audiences. * Ensure a thorough process for identifying new local partners and invest strategically in partner accompaniment. * Review and contribute to internal and external reports in a timely manner, highlighting programme impact and lessons learned.   **Financial and operational management**   * Ensure compliance of finance, procurement and administrative procedures with local legislation and procedures as well as donor regulations. * Oversee the programme budget and take corrective measures to minimise and/or fill identified gaps. Ensure realistic planning and effective implementation by project managers and teams to achieve budget expenditure targets, monitoring for variances to avoid overspending or underspending. Ensure that budgets and forecasts are realistic and accurate. * Ensure submission of timely accurate monthly financial reports and other data to HQ, donors, and local authorities. * Ensure that programme finance management policies and practices are in line with Alert’s global finance manual, ensure efficient use of financial resources by staff and partners, and minimize the risk of fraud. * Following Alert’s security procedures, manage staff and consultant security, ensuring all staff and consultants are informed about and respect Alert’s security procedures. Ensure continuous evaluation of risks and oversee updating of standard operating procedures and policy documents.   **Knowledge Management**   * Contribute to learning across the Asia-MENA programme and Contribute to knowledge management, strategic development and learning across Alert**.** * Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects. * Contribute to the promotion of collaborative cross-organisational relationships, particularly through programme design and learning activities. * Take part in organisational initiatives – task forces, steering groups, etc. – and contribute ideas and suggestions more generally when opportunity and need allow. * Undertake any other tasks reasonably required.   **Contribute to Alert’s organisational development**   * As a member of Alert’s Global Leadership Team, contribute to organisational development, raising and engaging on organisational issues, policy development and staff development, regional strategic workshops, and organisation-wide discussions. * Play an active role in the generation and dissemination of knowledge throughout the team and Alert as a whole, including engagement on thematic and regional discussions. Provide information to the Asia-MENA Regional Director and others as necessary on the programme progress and contextual updates. * Take proactive steps to ensure that effective relationships are created and maintained with staff across the organisation |
| **Travel requirements** |
| The post holder will be based in Beirut with regular travel within Lebanon and approx. 3-6 weeks per year in the region. |

**PERSON SPECIFICATION**

## ESSENTIAL REQUIREMENTS

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| Experience and expertise implementing peacebuilding or conflict transformation work and working in conflict environments. |
| Skilled at turning good programming ideas into cogent, bankable proposals and facilitating a team through the conceptual idea development to the  concrete project implementation |
| Substantial experience at senior management level (country manager, programme manager  or chief of party) in conflict-affected or fragile context. Strong management skills, including ability to prioritise, plan, delegate, and flexibility to adapt to changing circumstances. |
| Significant fundraising experience, with a track record of winning and delivering grants, consultancy and commercial contracts. |
| Excellent networks and relationships, particularly with donors, including governments, private foundations and trusts |
| Proven project and financial management experience with the ability to oversee implementation from start to finish and able to prepare, manage and monitor project budgets and computer literate in Excel |
| Theoretical knowledge and practical experience of the concepts and practice of M&E |
| Excellent English writing skills and the ability to analyse and present a cogent argument both in writing and orally (face to face and on phone) |
| Significant experience of the political, social, and cultural context in Lebanon and the broader Middle East region and the conflict dynamics therein. |
| A collaborative team player, willing to lend a hand and go the extra mile |
| A self-starter with initiative and the ability to work alone when necessary |
| Ability to be creative and innovative in generating new ideas and undertaking research |
| An eye for detail and accuracy and an ability to balance competing demands |
| Commitment to the aims of Alert, safeguarding and to equal opportunities |
| Existing right to work in Lebanon. |

**DESIRABLE REQUIREMENTS**

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| Existing strong relationships with civil society, donors and NGOs in Lebanon and the Middle East Region. |
| Excellent writing skills, including experience of writing reports and analysis. |
| Experience in remote staff management |
| Experience overseeing and contributing to qualitative and quantitative research |
| Strong command of the Arabic language |
| Has led or overseen the implementation of policy and advocacy programmes |