**Head of programs**

**Terre des Hommes Italia**

**Closing date: 22 Feb 2018**

BACKGROUND

Terre des Hommes Italia (TDH IT) is an International NGO member of the Terre des Hommes International Federation, and of several Italian NGOs coordinating bodies, including CINI, the Italian Network of International NGOs. Terre des Hommes Italia (TDH IT) assists millions of children and their families and communities, in 20 countries. We implement relief and mid-term programs and projects in the fields of education, primary health, protection, PSS and children’s rights.

Terre des Hommes Italy works in Lebanon since 2006, where it has implemented several educational and psychosocial, emergency, relief and mid-term interventions together with its National partners in the remote and deprived areas of the countries and in the Palestinian refugee camps, for the benefit of the vulnerable Lebanese and Palestinian population and the Syrian Refugee community.

Since the beginning of the Syrian crisis, with the support of various donors (ECHO, UNICEF, UNHCR, Private Donors, Terre des Hommes NL, Italian Development Cooperation Agency, Italian Ministry of Foreign Affairs) TDH IT has provided assistance to Syrian refugee families fleeing their country and looking for shelter in Lebanon, as well as to the Lebanese host communities.

Within this context, and in light of the upcoming new projects and programs, TDH It is looking for an Experienced Head of Programs, with minimum 5 years minimum of experience, to join our team in Lebanon.

**Position:** Head of Programs - Reports to the Country Delegate and to the Desk Officer

**Starting date:** 1st of March 2018

**Duration:** 10 months, renewable

**Duty station:** Lebanon, based in Beirut with frequent missions on the filed

**Tasks and Responsibilities**

The Expatriate Head of Programs is part of the Country Managerial Team along with the Country Delegate and Country Administrator. With the Country Delegate and the support of the Country Admin, she/he oversees the development, updating and revision of the Country strategy to be submitted to TDH HQ (Desk) for approval and then adopted at Country level by the senior team. She/he is responsible for the overall supervision and monitoring of the strategy implementation and of the quality of the interventions across the Country. To this end she/he supervises the senior team: Program/Area Managers and the M&E Manager, Sector Experts and he/she coordinates and supports the development of new project proposals in line with the Country strategy.

**Specifically:**

**Overall Programmatic coordination, supervision and development:**

Organize monthly meetings with the participation of Program/Project/Area Managers, Sector Experts and M&E Manager with the aim of: 1. Facilitating sharing of experiences and interaction among program/project managers at programmatic level for the sake of a quality implementation of the delegation’s strategy, 2. Identifying new ideas, donors, programs and new partnership as well as possible alliances with INGOs and local NGOs at the Country and Area level; 3.Validating the capacity building program for TDH staff submitted by the Program/project/area managers and identifying the internal resources/external opportunities to implement it. 4. Identifying the profiles of the experts needed to develop the quality of programs implemented in the two main sectors of TDH activities in Lebanon (Education and PSS/Protection). 5. Validating the monitoring tools to be adopted at each Program/Area level in coordination with the Monitoring and Evaluation Manager; 6. Coordinating with TDH senior team for writing assessments and/or new proposals to be submitted to the donors.

**Monitoring, supervision and support:**

1.Organize monthly meetings with each Program Manager/Area Manager with the aim of:

a. Monitoring on regular basis (at least once per month) Programs’ implementation status versus approved log-frame, time set and budget;

b. Ensuring programs are implemented according to donors’ and TDH IT procedures and guidance;

c. Ensuring that internal and donors’ deadlines are met timely in terms of reporting;

d. Coordinating with Program, Admin and M&E staff programs’/projects’ amendments or modifications;

e. Coaching and providing guidance to Programs’ staff with the aim of filling gaps in terms of implementation, if any;

f. Exploring possibilities of acquiring new funds and supporting the program managers in designing related proposals

2. Perform regular monitoring missions to the field with the aim of acquiring a direct view of the challenges and possible difficulties faced by the program/project staff during the implementation of the program and to strengthen the sense of belonging of the staff to the organization.

3. Revise, in coordination with the CD and the Desk, the final narrative reports to be submitted to the donors

4. Provide support to the M&E Manager for strengthening the existing monitoring system and tools and to promote its use in all the projects/programs of the delegation, while supervising the capacity building of the staff in this area.

**Selection and capacity building of HR:**

1. Participate with the CD, if needed, in the selection process of the Delegation’s Key Staff

2. Support the Desk in the selection process of Expat staff, if needed.

3. Conduct Program staff evaluation for the staff once per year or at the end of each project/contract.

4. Supervise the induction of Program staff in terms of projects, donors, Country strategy and relation with national staff.

**Programs’ Administration**

1.Monitor on regular basis (once per month) the overall Programs’ status versus budget set in the projects’ proposals;

2. Participate in the selection committee for procurement according to relevant amounts, if needed.

**External coordination**

1.Organize, supervise and harmonize forms and modalities for assessment of new potential local partners in coordination with CD and Program staff.

2. Organize regular meetings with current partners participating in them together with the CD;

3. Attend, when needed and in coordination with the CD and Program staff, coordination meetings with donors and sector/multi-agencies coordination platforms.

Other tasks agreed upon with the CD

Reports to the CD and for the Contractual Matters to the Desk

Attend bi-monthly TDH IT Country Managerial Team meetings

In his/her capacity as Deputy CD, acts as Country Delegate in absence of the latter

**Qualifications, skills, and experience:**

Relevant Master’s Degree (International Relations, Human Rights, Sociology, Middle Eastern Studies, International Cooperation etc.)

Minimum 5 years of experience in relevant positions with INGOs, institutional donors, UN Agencies

Perfect acquaintance with main donors (ECHO-UN-EU- Italian Cooperation) procedures

Previous proven experience in management of programs/projects in the fields of Protection and/or Education and/or Child Protection

Sound knowledge of the Middle East context.

Perfect Command of spoken and written English. Working knowledge of Italian is a plus. Very good writing skills

Knowledge of Arabic is a much-appreciated asset.

Sound oral and written communication skills, including the ability to interact with diverse stakeholders and to work as part of a team.

Ability to work under stress, strong problem-solving skills.

Sound computer skills with high proficiency in Microsoft Word and Excel.

Excellent organizational and reporting skills, precision, rapidity, dependability, and ability to manage and prioritize multiple tasks and meet tight deadlines.

Willingness and capacity to be flexible and patient when challenged by difficult and frustrating working conditions.

Prepared to live and work in an uncertain security environment.

Only applications from holders of passports allowing easy entry into the Country will be considered.

Previous working experience with TDH is a plus. Internal candidates with relevant experience and qualifications will have priority

**HOW TO APPLY:**

Send an updated CV including at least two references to [info@tdhitaly.org](mailto:info@tdhitaly.org) quoting in the object of the email the reference **LEB 01-2018**

Applications that do not meet the above-mentioned requirements will not be considered

The deadline for receiving applications is the **22nd of February 2018**. Applications received after that date will not be considered

We apologize in advance as only shortlisted candidates will be contacted. TDH IT reserves the right to fill the position before the closing date of the published vacancy in case a suitable candidate is identified