

Country Coordinator Lebanon

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, Europe and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

In the Middle East Region, Malteser International (MI) is operating in the context of the humanitarian crisis in Syria since 2012 implementing emergency relief measures in Türkiye, Syria, and Lebanon and since 2014 in Iraq. MI's programs cover needs mainly in the health sector and are mostly partner implemented. In Lebanon, MI works in cooperation with its partner organization "Order of Malta Lebanon (OML)" to implement projects in the framework of humanitarian assistance and transitional aid funded by the German Federal Foreign Office (GFFO), the Federal Ministry for Economic Cooperation and Development (BMZ) and Aktion Deutschland Hilft (ADH). OML and MI are currently implementing a comprehensive multi-annual program, including several separate projects, to strengthen the social and health services of OML all over Lebanon and to help further professionalize OML as a Non-Governmental Organization.

In support of this partner program and to reinforce the capacities of our local partner OML in Beirut, Lebanon, Malteser International is looking for an experienced Country Coordinator.

As Country Coordinator, you will lead the MI technical support team, represent Malteser International in Lebanon and provide technical and managerial guidance and support to OML.

Your responsibilities:

- Line management for the MI team in Lebanon: Ensure implementation of internal country level policies such as safety and security protocols, PSEA policy, national staff rules and regulations and feedback and response mechanism and manage HR processes such as recruitment, induction, feedback culture, and teambuilding
- Supervise the work of the local MI team to ensure effective and timely implementation of projects according to set targets and promote quality of project implementation according to MI's and donor policies and standards
- Oversee the programmatic, operational, finance and logistic implementation of the partner organization to ensure adherence to MI's and donor procedures and guidelines
- Manage the capacity exchange with the local partner organization to ensure that staff can fulfil the required administrative, financial and project cycle management targets
- Maintain an effective communication and coordination platform between local partner organization and MI country office
- Represent program activities and MI towards coordination mechanisms and donors
- Manage the fundraising activities on country level

Your profile:

- Master's degree ideally Humanitarian Aid, Development Studies and/ or Public Health
- At least 7 years relevant working experience in managing humanitarian aid and/or development projects with international NGOs
- Work experiences in the Middle East, Lebanon, and with German and international donors (GFFO, BMZ, etc.) is particular desired
- Strong project management skills (including fundraising, project proposal development, logical framework, financial monitoring, logistics and report writing, knowledge of donor compliance standards). Experience in Monitoring and Evaluation and grants management would be considered an advantage
- Proven track record in managing multi-cultural, international and diverse teams, including proven problem solving and organisational skills
- Proven analytical skills and hands-on experience working closely with local partners on capacity strengthening, staff development, training and mentoring and team building
- Excellent communication skills in English; French, Arabic and German would be an asset, including the ability to effectively motivate people and to diplomatically manage the relationship with local partners and different authorities
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What we offer:

- Start Date: as soon as possible
- Duty Station: Beirut, with very frequent travels to program/project areas all over Lebanon
- Duration of contract: 1 year (with possibility of extension)
- Salary according to qualification and experience, insurance package and other benefits

Working for Malteser International

Malteser International is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin. Malteser International is committed to safeguarding people within our programmes from exploitation, abuse and sexual harassment and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Malteser International conducts reference and background checks for all staff (including criminal records check for specific roles). Any candidate offered a job with Malteser International will be expected to sign MI's Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City. For more information please click [here](#).

How to apply:

If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) online at our job portal until 22 September 2024:

[Country Coordinator - Lebanon \(malteser-international.org\)](https://malteser-international.org)

Applications not submitted through the online platform, cannot be considered.

Applications from Lebanese citizens are strongly encouraged due to the legal status of MI in Lebanon