Senior Executive Assistant

S2R2 Terms of Reference

Job Title	Senior Executive Assistant	Job Reference	S2R2-SEA16/19
Duty Station	Center for Educational Research and Development (CERD) - Dekwaneh	Start Date	Immediate Start

Program Title	Support to RACE 2 (S2R2)
Program Background	The Government of Lebanon, with support from the international community, is implementing the Reaching All Children with Education (RACE) II Program. First launched in 2013, with Phase II becoming effective in July 2018, RACE seeks to improve access to formal education for 460,000 Syrian refugee children and underprivileged Lebanese children in the country. Efforts under this second phase Program are expected to minimize the short and medium-term costs of displacement for refugee families, while strengthening the long-term capacity of the Lebanese education system to prepare children for life and work once regional stability returns. MEHE, with the support of CERD, is responsible for implementing the S2R2 program.
Program Objectives	The Program Development Objective is to promote equitable access, enhance quality of learning, and strengthen the systems in Lebanon's education sector in response to the protracted refugee crisis. The key results are as follows: (i) Increase in the proportion of school-aged Lebanese and non-Lebanese children (3–18) enrolled in formal education; (ii) Increase in the proportion of students passing their grades, and transitioning to the next; and (iii) Improvement in MEHE's capacity to review, evaluate, and update Program implementation.
Tasks and Responsibilities	Under the S2R2 Program, the Center for Educational Research and Development (CERD) is looking for a Senior Executive Assistant to work closely with CERD President supporting him in office management systems and procedures in a well-organized and timely manner while ensuring priority setting and effective communication. Below are the main tasks and responsibilities: 1. Develop and maintain standard operating procedures for office management and ensure that these are being implemented by CERD President Office team;

	2. Manage day-to-day operation of CERD President's office, handle requests and channel queries or complaints appropriately; 3. Pro-actively manage CERD President's calendar, organize and schedule meetings with internal and external stakeholders, and act as a liaison between CERD President, staff and project teams; 4. Communicate directly, upon CERD President's request, with managers of externally funded projects on project related matters and initiatives; 5. Attend meetings with CERD President upon her request, take minutes of meetings, record the agreed upon action points, and do the necessary follow-up to ensure timely and accurate submission of deliverables; 6. Organize CERD President's media appearances and public speaking engagements, maintain his social media presence, and manage her calendar of events; 7. Coordinate with the Communication team in revising and in distributing CERD President's press releases, news articles and online postings; 8. Support CERD President in preparing memos, official letters, reports and presentations; 9. Issue and coordinate reports, presentations and documentation for CERD S2R2 Steering Committee meetings; 10. Provide support to CERD President Office team, coach them, provide feedback on their performance, and work on building their capacities to improve productivity and quality of work; 11. Develop and carry out efficient documentation and maintain filing and archiving systems, both printed and electronic versions; 12. Perform other tasks related to the program objectives as assigned by CERD President or S2R2 Steering Committee.
Reporting	All reports should be submitted to CERD President as per defined schedule. CERD will provide templates for the required reports – to be submitted in Arabic and/or English. CERD owns property rights of all reports.
Educational Background, Experience and Required Skills	**Educational Background** 1. Bachelor degree in Business Administration or related fields. 2. MBA degree is a plus. **Previous Experience** 1. Minimum of 10 years of experience working in providing executive support for senior management; 2. Experience working with donor-funded programs; 3. Experience working with education sector is a plus;

	4. Proven experience in handling business processes with general experience in office management, communication, branding, and project management; 5. Experience in preparing reports and delivering presentations for senior management. **Languages** Excellent verbal and written communication skills in Arabic, French and English. **Behavioral Skills** 1. Highly organized and able to manage multiple projects at once; 2. Ability to work under pressure with attention to details and effective follow up; 3. Integrity and deep understanding of data privacy standards; 4. Ability to demonstrate commitment to achieving the end result; 5. Ability to listen to others, correctly interpret messages and respond appropriately. **Technical and computer skills** 1. Project management skills with a history of delivering on results-driven projects; 2. Ability to develop or use systems to organize and keep track of information; 3. Digitally savvy with advanced knowledge of MS Office and of document management systems; 4. Familiarity with online calendars and cloud-based systems.
Payment	Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.
Administrative Issues	The selected candidate shall not commence work until the required HR onboarding documents are provided to CERD and the relevant contract is duly signed by both parties. Presence at CERD is to be ensured at CERD premises, during CERD's regular working hours: 7.30 am to 3.30 pm Monday to Friday. CERD will provide an office space and IT facilities.
How to Apply	1. Applicants are requested to send their detailed CV to CERD on s2r2@crdp.org 2. Applicants are requested to include the job reference in the subject of their email. 3. Applicants may be requested to sit for a technical assessment as part of the selection process.