



## Title: Project Manager

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**Project:** *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon*

### Purpose

ADR is seeking to hire a full time “Project Manager” in the framework of the project *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon* implemented in partnership with Fundación Promoción Social (FPS) together with the Spanish NGO AIDA and aims to Contribute to strengthening the stability of the socio-economic environment in the Southern Region of Lebanon, creating opportunities for women and youth, both Syrian and Lebanese, and helping to reduce internal tensions.

### Background

ADR, being a Lebanese NGO with non-lucrative, non-political, non-religious objectives that lends its support to the social players to help them acquire the knowledge and capabilities to improve and promote their standard of living, thus, setting up three main programs:

- 1- Micro credit program.
- 2- Vocational training and upgrading skills program.
- 3- Agricultural program (CASUR).

In addition to ad-hoc projects which falls in rural development and community empowerment. They stress on the partnership with the local community, municipalities, cooperatives, and associations.

ADR is implementing the project *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon* in partnership with in partnership with Fundación Promoción Social (FPS) together with the Spanish NGO AIDA. The project duration is for 48 months starting March 2023.

### The General Project Objective:

aims to Contribute to strengthening the stability of the socio-economic environment in the Southern Region of Lebanon, creating opportunities for women and youth, both Syrian and Lebanese, and helping to reduce internal tensions

### Description:

The specific responsibilities of the Project manager will include the following:

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project in a timely and efficient manner.
- Ensure the project implementation complies with the donor procedures and regulations (procurement, financial, etc...).
- Be instrumental in developing strategic partnerships with government bodies and other stakeholders.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.

- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project.
- Ensure project adheres to frameworks and all documentation is maintained appropriately.
- Identify resources needed and assign individual responsibilities.
- Conduct orientation sessions to properly orient the staff about overall objectives and activities of the project when needed.
- Work in close collaboration and under the supervision of the General Manager at ADR.
- Troubleshoot project problems, identify, and implement creative solutions.
- Provide administrative support as needed and prepare necessary presentation materials for meetings related to the project implementation.

***The tasks and responsibilities defined in this job description are non-exhaustive and can evolve depending on the project's needs***

## **Skills and Qualifications:**

### **Education**

- Minimum a Bachelor's Degree in Agriculture Engineering, Value chain management and other related subjects
- 3-5 years proven experience in working experience in the field of rural development.
- Proven experience in Rural Project Coordination & Management procedures
- Communication and reporting skills (Project Financial and Narrative reporting)
- The candidate should have a firm understanding of community development and expertise in self-reliant and participatory development process.
- Should have a successful record of working with local authorities and community groups in a multi-stakeholder environment.
- Organizational skills: including an ability to work independently and take initiative
- Flexible and highly motivated self-starter
- Should have the ability also to use tact and diplomacy, resolve conflicts and achieve results.

### **Language**

Arabic	Fluent in speaking, reading, and writing
English	Fluent in speaking, reading, and writing
French	Optional

Duration:

12 Months with possible extension

### **How to Apply**

Qualified candidates are requested to send their CV with a financial Proposal (Rate per Hour with a limit of 150 hours per month) to [info@adr.org.lb](mailto:info@adr.org.lb) not later than noon 12:00 pm on May 31<sup>th</sup>, 2023.