

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

Job Title	<b>Head of programs Unit</b>
Duty Station	<b>Baabda, Lebanon</b>
Reports to	<b>NCLW Executive Director</b>
Duration of Employment	<b>Full time employment starting June 1, 2021</b>

### II. BACKGROUND AND OBJECTIVE

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the Presidency of the Council of Ministers (PCM). As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women as well as gender mainstreaming in public administrations. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

Based on the above and under the overall guidance of the NCLW Executive Director and in close collaboration NCLW executive board, NCLW is looking to hire a full time Head of programs Unit, (the HPU) he/she will be undertaking his/her tasks mainly **Coordinating NCLW various Programs with several tasks including:**

- Program management and execution,
- Gender mainstreaming of policies and plans,
- Reporting,
- Communication,
- Budget follow and proposal writing.

### III. Responsibilities and tasks

#### **Program development and management, Budget and proposal writing**

- Provide support in assessment and development of projects submitted by NCLW committees.
- Provide technical assistance to NCLW committees on compliance with conditions of partners and donors.
- Contribute to the development of the Annual plan of NCLW, comprising of NCLW projects and activities and ensuring that each project has clear interventions, targets and indicators.
- Draft and provide technical advice and review proposals and MOUs for cooperation developed by NCLW with different partners INGOS, UN agencies and or national partners
- Writing projects proposals and coordinating programs execution with NCLW team members, under the supervision of the Executive director.
- Identify potential partners and donors to implement NCLW activities.
- Initiate contacts in coordination with board and Executive director.

- Ensuring programs and projects are implemented successfully and offering advice for overcoming challenges for NCLW team and officers in close coordination with Executive director.
- Communicate and update the steering committees of each project of their implementation status.
- Provide monitoring advice for budget spending as well as for status of activities implementation with clear KPIs and MOVs and TORs for experts and services providers.
- Ensure that internal and external reports on project's implementation are provided on due time.
- Managing the budget of the NCLW projects in close coordination with Director and accountant.
- Supporting various projects teams with drafting proposals for extension, final narrative, and support during financial audit.
- Prepare timely progress reports for internal use as well as for donors and external partners, analytical reports, Financial Reports.
- Manage the Internships component at NCLW
- Coordinating the Legal and the Political participation and 1325 committees ensuring all MOM, and documents are well compiled.
- Ensure execution and implementation of events, activities and interventions related to projects complies with NCLW and partners standards and procedures.

### **Production of resources, and information/knowledge materials related to women status in Lebanon/ Communication**

- In coordination with Team, the executive director and the NCLW head of committees, preparing the Annual Work Plan of NCLW.
- Preparing Presentations, advocacy materials, TORs, Concept notes, talking points, recommendations, project proposals, Budgets, MOUs and Information briefs when needed;
- Conducting research relevant to gender, development, campaigning and fundraising.
- Collecting information and drafting human rights and gender reports
- Contribute to draft website material when requested
- Translating and editing from and to Arabic, English and or French when needed and requested different types of documents.
- Liaising with the media on NCLW programs, and representing NCLW when needed and requested.
- Representing NCLW in relevant meetings in coordination with management, with government partners, UN agencies, INGOs, Donors, NGOs, Embassies etc. when requested.
- Supporting in lobbying and leading advocacy actions with CSOs, Parliament and Council of Ministers for NCLW several campaigns and causes in close coordination with NCLW executive bureau and management;

### **Gender mainstreaming tasks**

- Revising strategies and action plans related to gender focal points and ensure implementation of projects with GFP network as per NCLW AWP.

- Revising several national policies from a gender lens and ensuring inclusion of the gender and Human rights dimensions in them
- Conceptualizing and adapting tools for training on women's rights and gender for various partners (Media, CSOs, Academia, INGOs...)
- Conducting awareness raising sessions and training and facilitating meetings and trainings and focus groups when requested.

#### IV. Required Experience, education, competency and skills

Education	Advanced Master's Degree (Public administration, Social sciences, humanities, etc )
Experience	<ul style="list-style-type: none"> <li>● 10 years of increasingly responsible experience in development/use of indicators with focus on gender/social/ human rights related work,</li> <li>● Experience with governmental and non-governmental entities is essential</li> <li>● Proven experience with UN agencies work is highly desirable</li> <li>● Proven experience in research approaches</li> <li>● Familiarity with social media platforms is an asset</li> <li>● Excellent computer skills and digital literacy knowledge</li> <li>● Excellent organization and coordination skills</li> <li>● Excellent interpersonal skills</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>● Working in teams</li> <li>● Communicating information and ideas</li> <li>● Conflict and self-management.</li> <li>● Organizational awareness</li> <li>● Innovation and marketing of new approaches.</li> <li>● Job knowledge</li> <li>● Results orientation/Commitment to excellence</li> </ul>
Language requirements	<ul style="list-style-type: none"> <li>● Fluency and excellent writing skills in Arabic and English</li> </ul>

For interested candidates send your CV and a cover letter replying clearly to the competencies, experience and skills requested with in **the subject: Head of programs Unit to [info@nclw.gov.lb](mailto:info@nclw.gov.lb); Before June 4, 2021 at noon.**