

## **Terms of Reference**

### **Program Coordinator**

#### **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 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, NCLW is looking to hire a full-time Program Coordinator. The program coordinator organizes projects and programs to get things done as per the donor's aims and objectives once the projects and programs are accepted by NCLW.

#### **Responsibilities and Tasks**

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Assisting the team according to needs.
- Undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Create a project management calendar for fulfilling each goal and objective in cooperation with the team.

## **Knowledge, Competencies and Skills**

### **Educational Background**

- University degree in political science, public management, or a related field of study.

### **Knowledge**

- Three years of experience in a related field.
- Knowledge of file management, transcription, and other administrative procedures is a plus.
- Strong working knowledge of Microsoft Project and Microsoft Planner.

### **Skills**

- Ability to work effectively both independently and as part of a team.
- Ability to work on tight deadlines.
- Ability to work under pressure.
- Proficiency in oral and written Arabic, French, and English are essential.

## **Submission Guidelines**

Interested candidates in this position should send their CV along with a cover letter to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject and cover letter by 29 July 2022.

Applications received after the closing date will not be considered.  
Only shortlisted candidates will be contacted.