

Early Childhood Care & Development (ECCD) Programme

Project Coordinator

Job Description

ARC is a not-for-profit organisation, active in human and material resource development in health, education and community development. The ECCD Programme, "*Health & Education for Early Childhood in Arab Countries*", works with local, regional and international partners to develop and disseminate knowledge, build upon capacities, promote and advocate for the importance of integrating health into early childhood education, and vice versa, in Arab countries.

ARC is seeking, for immediate employment in its office in Beirut, a Project Coordinator.

ARC's Strategic Objectives:

- Resource Development
- Networking
- Capacity Building
- Advocacy
- Action Research

The Early Childhood Programme's Objectives:

The overall objective is to pioneer in Lebanon and Egypt the holistic integrated inclusive and participatory approach to:

- Initiating systematic work with parents within a community
 - Linking health, care and education in parenting, education and health practices
- Establishing continuity of care for every child from conception to age 8
- Engaging parents and education and health professionals in active interaction with all education and health service providers in the community
- Building both human and knowledge resources for further dissemination of the approach

Purpose of position:

To provide administrative and programmatic support to the ECCD programme in Lebanon

Tasks and Responsibilities:

The post-holder will coordinate the implementation of local activities within the ECCD programme. These include:

- Organising the logistics of local events and activities
- Taking minutes of meetings and ensuring the follow up on action points
- Following up on reports, capacity building processes, resource production, etc...
- Conducting field visits if required by the programme
- Assisting in developing work plans and ensuring their implementation
- Ensuring that a directory is developed and regularly updated
- Attending meetings and events organised by ARC and the ECCD programme if and when this is requested
- Demonstrating commitment to ARC's core values especially to the child protection policy
- Undertaking any other programme related tasks as requested by the Unit Coordinator

The incumbent shall report directly to the Unit Coordinator, and will implement his/her tasks within the ECCD Team.

Minimum requirements:

- Bachelor in Public Health (Scholar and Social Health an asset)
- Experience in Health Education
- Experience working in an NGO and in the field
- Facilitation skills
- Research and documentation skills
- Punctuality and organisational skills
- Good interpersonal skills and ability to work in a team
- At least one written recommendation by a previous employer
- Fluent in English and Arabic
- Computer literate (Arabic and English)
- Ability to handle work pressure especially in combining field and office work
- Ability to travel
- Availability to start work immediately

Remuneration:

- Salary based on qualifications and experience
- NSSF benefits
- Transportation allowance
- Opportunity to grow within the organisation

Please send your CV and letter of interest to Ms. Hiba (Administration) at arcleb@mawared.org

For more information please call: 01 742 075