

Health & Education Programme

“Health and Education in Early Childhood in Arab Countries”

Programme Coordinator - Full Time

Job Description

ARC is seeking, for immediate employment in its office in Beirut, a Coordinator for the Health and Education Programme (HEP), *“Health and Education in Early Childhood in Arab Countries”*.

ARC, established in 1988, is a not-for-profit organisation, active in knowledge, human and material development in health, education and community development. ARC’s vision is to develop knowledge to translate rights into reality.

About the HEP

The HEP 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.

HEP Strategic Activities:

1. Training and Capacity Building
2. Awareness Raising and Advocacy
3. Development of Resources
4. Networking
5. Action Research

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 coordinate the HEP activities and resources both at the administrative and programmatic levels.

Qualifications:

1. BS in Early Childhood and / or child psychology
2. No less than three years of experience as a programme coordinator in Early Childhood
3. Knowledge and practice in "Results Based Management and Logical Framework Analysis"
4. Reporting and documentation skills
5. Punctuality and organisational skills
6. Facilitation skills
7. Good interpersonal and communication skills, and ability to work in a team
8. Fluency in English and Arabic (French is an asset)
9. Computer literacy (Arabic and English)
10. Ability to handle work pressure especially in combining field and office work
11. Ability to visit implementation sites in remote and underprivileged areas
12. Ability to start work immediately.

Tasks

The coordination tasks include:

1. Follow-up on the planning, implementation, and reporting of the assigned programme activities
2. Coordinate events and activities
3. Conduct field visits to partners and implementation sites
4. Support in developing proposals for fundraising
5. Deliver narrative reports of the assigned programme
6. Recruit consultants and resource persons
8. Represent the HEP in events
9. Facilitate and minute coordination meetings and follow up on action plan
11. Support in developing the programme work plans, and ensure and monitor their implementation
12. Ensure that the HEP section of the website and directory are regularly updated.
13. Participate in meetings and events organized by ARC
14. Demonstrate commitment to ARC's core values especially to the Child Rights and Child Protection Policy.

Reporting

The MHP Coordinator reports to ARC's General Coordinator

Remuneration

- Salary based on qualifications and experience
- NSSF benefits
- Transportation allowance
- Professional development and compensation
- Opportunity to grow within the organization

For applications, please send to Ms. Hiba (Administration) at arcleb@mawared.org:

1. CV
2. Letter of Interest
3. At least one letter of recommendation from previous employer

For more information please call: 01 742 075