

**DROSOS FOUNDATION** ([www.drosos.org](http://www.drosos.org)) is committed to enabling disadvantaged people to live a life of dignity. Together with partner organisations, it develops and supports projects that focus on the development of life skills of disadvantaged children, young people and young adults through promoting creativity and economic independence. The Foundation is currently active in Switzerland, Germany, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia. The Foundation is looking for a

## **Programme Manager Lebanon (100%)**

at the Department Levant to manage various projects in Lebanon. Starting date: 1 May 2021 or upon agreement.

### **Main duties**

The Programme Manager, based at the Foundation's office in Zurich, will manage a programme and various projects in Lebanon. He/she will provide general support in programme and project work, including administrative and organisational tasks. More specifically, the Programme Manager will:

- Conduct desk research and undertake field trips to identify potential project ideas and new partners
- Identify and assess potential partners and support them in project development, incl. the development of project budget as well as financial and business plans for NPOs and social enterprises
- Monitor project implementation and coach partners where needed (technically & financially)
- Assign, contract and monitor external consultants for specific assignments supporting programme and project implementation (evaluations, capacity building, etc.)
- Contribute to the development and implementation of a thematic programme
- Observing and assessing the socio-political developments in Lebanon and manage the country portfolio administratively Undertake regular field trips to Lebanon to meet partners and stakeholders
- Ensure internal reporting, prepare information required for programme or Department work
- Promote regional initiatives and collaborations
- Represent the Foundation at relevant events related to the respective programmes/topics
- Execute administrative and organisational tasks for Department work (organising trips and workshops, compiling and analysing data, preparing terms of reference and contracts, etc.)

## Requirements

- Higher education in the field of social sciences or economics (international relations, international development cooperation, business administration, or related areas)
- First relevant working experience in international development cooperation (up to 3 years), including project management, monitoring and evaluation
- Experience in collaborating with civil society organisations and practical field work in developing countries, preferably in the MENA-region; knowledge of the region or work experience in the region are an advantage
- Strong affinity to the Foundation's thematic priorities and values
- Motivated, independent, with a strong sense of initiative and team spirit
- Reliable, flexible and a problem solver, capable of working well under pressure
- Affinity to work in a multicultural environment and appreciative of diversity; knowledge of and/or practical work experience in the Arab world are an advantage
- Very good communication and writing skills in English and French; German and Arabic are an advantage
- Flexibility to travel regularly

A modern workplace in the centre of Zurich and attractive working conditions await you. If you are qualified and interested in this position, please send a letter of motivation and your CV (max 3 pages) in English to [hr@drosos.org](mailto:hr@drosos.org) by **20 February 2021**. Please mention in the subject **Programme Manager Lebanon**. Only direct applications will be considered.