



bioforce

JOB OFFER | BIOFORCE IS LOOKING FOR

A HEAD OF MISSION IN LEBANON

Réf. 15157

Date of the offer 19/08/2020

Apply by

10/09/2020

Bioforce is looking for a Head of Mission in Lebanon to ensure the implementation and the development of its operations in the country. Since July 2018, Bioforce has been leading a consortium with Groupe URD and North LEDA in charge of implementing a project in Tripoli. This project aims to reinforce the leadership and the capacities of local actors in the response to crises in the Tripoli district. You will be responsible for the coordination of this project in collaboration with the implementing partners. You will also be in charge of representing Bioforce in Lebanon, leading its operational development and globally managing Bioforce's mission in the country.

For more information on Bioforce: www.institutbioforce.fr

ROLE AND RESPONSABILITIES

Within the Operations Department, you will report to the Headquarters' Coordinator in charge of the overall supervision of the mission.

Main responsibilities:

➤ Safety and Security : Context Follow up and Security Management

- Lead the humanitarian situation and context analysis and follow up in Lebanon and report regularly to Headquarters Ensure the follow up of the security situation in Tripoli and the country
- Produce and regularly update the security management framework for Bioforce in Lebanon
- Be the focal point in terms of security management for all Bioforce staff or consultants travelling to Lebanon

➤ External Coordination and Representation

- Participate to sectorial and other relevant coordination meetings in Lebanon
- Communicate on Bioforce's actions worldwide and specifically in the region
- Develop collaborations with humanitarian/development stakeholders in Lebanon (INGOs, NNGOs, Donors, Governmental institutions, etc.)
- Be the focal point of Bioforce towards all Lebanese local and national authorities

➤ Human resources: mission Management

- Ensure global compliance of the Bioforce's operations in Lebanon with the Bioforce general policies and procedures in terms of administration, logistics and Human Resources
- Ensure regular reporting to the headquarters as per Bioforce's internal procedures
- Lead recruitment and staff management for Bioforce team in Lebanon



- **Programmes: project Coordination in link with Bioforce's partners**
 - Plan and implement the project's activities under Bioforce's responsibility
 - Ensure the global coordination and the quality of the project by being the main interface with Bioforce's local implementing partners
 - Ensure the follow-up of the activities and participate to the strategic follow-up of the project
 - Governance: represent Bioforce in the framework of this project and manage the relationships with operational, technical, and financial partners on the field

- **Logistical, administrative and financial monitoring:**
 - Ensure that logistical and administrative practices in place respect Bioforce procedures and formats and are in compliance with donor's rules and regulations
 - Produce the narrative and financial internal and external reports
 - Contribute to the administrative and financial management of the project
 - Contribute to the fundraising to secure additional financial resources required for the implementation of the project

- **Operations Development**
 - Contribute to the identification of potential partners and donors to develop and implement new capacity strengthening initiatives of local actors in Lebanon and the Middle East Region
 - Lead needs' assessments for the development of Bioforce's training offer in Lebanon
 - Lead the design and development of new projects or actions in Lebanon and the Middle East Region

MAIN REQUIREMENTS

Training

Master's degree in project management, humanitarian action or related fields

Skills and experience

At least 5 years of experience in senior management positions on the field (international experience strongly desired)

Knowledge and skills

Good knowledge of the humanitarian/development sector

Strong skills in project management; financial management and partnership management

Strong skills in reporting

Experience in managing institutional grants and knowledge of donors' requirements

Extensive experience in representation and networking

Notions in Learning and Development

Strong communication and writing skills

Extensive use of Microsoft Office Suite

Fluent in Arabic and English

French strongly desired

Behavioural skills

Flexibility/ Adaptability

Autonomy

Respect of procedures and internal frameworks

Organizational skills. Priority management

Relational qualities

Professional Ethics

Commitment

Reliability



CONDITIONS

INCEPTION DATE	As soon as possible
STATUS	Status according to profile Salary/package according to profile and salary grid Medical Insurance
CONTRACT	Depending on the profile
PLACE	Beyrouth with frequent movement to Tripoli and within the Country

HOW TO APPLY

Please send your CV and cover letter by email, **with the reference to the job offer in the subject of the mail**, to Cécile CARTERON, Head of human resources: rhsiege@bioforce.org