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JOB OFFER. BIOFORCE IS LOOKING FOR A

## MENA Learning Hub Director

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Offer reference : **26004**

Offer date : **02.2026**

### **BIOFORCE. EMPOWERING HUMANITARIANS.**

Empowering humanitarians: we believe in a world where the needs of people affected by crises are met by dedicated professionals who provide appropriate and high-quality assistance.

Founded in 1983 and based in Vénissieux and Dakar, the Bioforce Institute is an international organisation that provides training, support, and organisational development solutions to enable vulnerable populations to access effective and high-quality aid.

### **THE POSITION.**

#### **Context**

The Bioforce Institute is seeking a Director for its MENA Training Hub, based in Beirut. You will be responsible for creating, structuring and managing the MENA Hub, ensuring the deployment of Bioforce's training offers, donor relations, activity performance, budget management, compliance and team management.

In this role, your responsibilities will be as follows:

#### **✓ Strategy & positioning :**

- Implement and manage the Learning & Capacity Hub MENA strategy in line with Bioforce's priorities, donor agreements, and the REACH project;
- Develop Bioforce's institutional positioning and integration in the Lebanon/MENA region.

#### **✓ Management & deployment :**

- Define and manage the Hub's roadmap (priorities, indicators, performance);
- Oversee the deployment of training activities (in-person and online), in conjunction with headquarters, the CFBE, and local partners;
- Monitor overall performance and reporting.

#### **✓ Management & resources :**

- Recruit, structure, and manage the Hub team and the pool of trainers;
- Foster team dynamics and ensure compliance with HR, safety, and quality policies.

#### **✓ Partnerships, donors & development**

- Develop institutional, operational, and commercial partnerships in the MENA region;
- Serve as the primary operational contact for donors and ensure the successful implementation of funded programs.

#### **✓ Finance management**

- Manage the Hub's budget and ensure financial and donor compliance.



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## **DESIRED PROFILE.**

### **✓ Training :**

- Master's degree (Bac+5) in management, international relations, social sciences, or equivalent
- Bilingual in English and Arabic is essential; French is an asset.

### **✓ Experience :**

- 5 to 8 years of experience in development, partnerships, business development, or international representation;
- Proven experience in developing training activities for B2B (NGOs, donors, international agencies, companies) and/or B2C audiences;
- Sound knowledge of the humanitarian sector, NGOs, and donors in the region.

### **✓ Qualities :**

- Profile focused on business development and partnerships in complex environments;
- Ability to develop and activate networks and open new opportunities;
- Excellent negotiation, institutional representation, and closing skills;
- Ability to analyze the needs of humanitarian actors and co-create tailored training programmes;
- Autonomous, entrepreneurial, results-oriented, and impact-driven;
- High availability for frequent travel within Lebanon and the sub-region.

We are looking for a candidate for whom the project and its values are a driving force for commitment.

## **TERMS & CONDITIONS.**

- ✓ Start Date: ASAP**
- ✓ Compensation: Depending on experience and company salary scale**
- ✓ Contract: 24-month fixed-term contract, full-time (40 hours/week),**
- ✓ Location: Beirut**

## **CONTACT.**

Please send your CV and cover letter by email, indicating **reference 26004 and the job title in the subject line**, to the Human Resources Department at [recrutement@bioforce.org](mailto:recrutement@bioforce.org).