



STRONG CITIES NETWORK: PROJECT MANAGER, LEBANON

- **Organisation:** Strong Cities Network (SCN), run by the Institute for Strategic Dialogue (ISD)
 - **Contract type:** 2-year full-time Consultant contract
 - **Reporting to:** Senior Regional Programme Manager
 - **Location:** Beirut, Lebanon
 - **Application deadline:** 16 June 2019
 - **Start Date:** Mid-July/ early August 2019
 - **Remuneration:** The appointed Consultant will be paid a monthly fee dependent on experience
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About the Strong Cities Network (SCN)

Launched at the United Nations in September 2015, the Strong Cities Network (SCN) is the first ever global network of mayors, municipal-level policy makers and practitioners united in building social cohesion and community resilience to counter violent extremism in all its forms. Led by ISD and comprised of more than 120 cities, the SCN builds collaboration between Mayors, political actors and frontline teams to tackle polarisation, hate and violence in local communities in every major global region. The network catalyses, inspires and multiplies community-centric approaches and action to counter violent extremism through peer learning and expert training. It operates with a set of fundamental principles, agreed by all members, that protect and promote human rights and civil liberties in all aspects of its work to prevent violent extremism.

Position summary

ISD seeks to engage a Consultant to work with the SCN team in Lebanon. The ideal candidate will have 3-5 years' project management experience, and the ability to deliver all aspects of the project's management in Lebanon, ensuring that the project meets its targets, is implemented on time and on budget, and adheres to all donor requirements. The Project Manager will be responsible for project delivery in close coordination with the Senior Regional Programme Manager, the local project team and colleagues at ISD's headquarters in the UK. Frequent travel within the region will be required, as well as occasional trips to ISD's office in London.

Key responsibilities

The Consultant will need to work as part of a small team in the region and with others internationally. The deliverables for this placement will include but not be limited to:

- General project management, in liaison with the Senior Regional Programme Manager
- Close cooperation with ISD and SCN staff, consultants and partners based in MENA and London, ensuring excellent internal communications across a global team
- Fostering a positive and collaborative team environment
- Reporting and documentation of project activities
- Writing and editing impact reports, donor reports and public interest pieces
- Supporting local capacity-building activities and training stakeholders, including supporting the development of content for trainings and leading on technical training to local stakeholders
- Designing and delivering project activities and managing stakeholders, including regional implementation, small grants administration and the appointment of and liaison with local partners
- Understanding and meeting practitioner requirements/limitations



- Strategic planning and development
- Providing support to the Senior Regional Programme Manager where required on project delivery, stakeholder management and policy frameworks/infrastructure through a range of project tasks

Consultant specification

We seek an experienced, proactive and dedicated Consultant to work with the SCN team to ensure our ambitious plans in the region are achieved. The successful candidate will be a collaborative and solutions-focused professional with the ability to work to deadline and produce outputs to a high quality. We welcome applications from Consultants who meet the following criteria:

Essential

- A Master's degree or equivalent in social sciences, international development, political science, sociology or a related discipline
- Exceptional written and spoken Arabic (native) and English
- Strong local awareness, with a familiarity and cultural awareness of working in Lebanon
- Clear, fluent and concise oral and written communication skills
- A minimum of 3-5 years' experience in project and budget management
- Ability to develop and lead on prevention/intervention mechanisms
- Strong stakeholder management experience
- Ability to communicate effectively with diverse stakeholders including colleagues, governments, international institutions, civil society organisations, policymakers, community leaders and frontline practitioners
- Outstanding attention to detail
- Highly organised with the ability to be flexible, multi-task and respond proactively
- Experience in leading and delivering events, trainings and high-level meetings
- Line management experience of 1-3 people
- Willingness and ability to work flexibly
- Experience in Microsoft Word, PowerPoint, Excel, Outlook

Desirable

- Previous experience working with government/ municipalities, civil society and/ or international organisations in Lebanon/ MENA region
- 2-3 years of P/CVE and/or peace building project experience
- Other languages
- Sound political judgement, diplomatic awareness, and policy leadership

Application process: To apply for this position, please submit your CV and covering letter to lebanon@strongcitiesnetwork.org by 17:00 on June 16th 2019. Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered.

This is a Consultant position and all applicants must have the right to live and work in Lebanon. Consultants will need to make arrangements for the payment of their own tax etc.