



**ANERA Lebanon  
Vacancy Announcement  
Education Coordinator-North Lebanon**

**SUMMARY**

ANERA Lebanon is carrying out a ROTA-funded two-year program to enhance non-formal education in the Palestinian camps in North Lebanon, and is seeking an Education Coordinator to join its project team in Nahr El-Bared and Baddawi Palestinian refugee camps.

The incumbent should have a background in education, preferably in remedial and/ or vocational and non-formal education, an understanding of the vocational training/ education situation in the camps and in Lebanon, and an understanding of active learning and best practices, and knowledge of the employment market. Candidate has to have the ability to work within the Palestinian camps, to travel extensively within Nahr El-bared and Baddawi and work closely with local partner organizations. Preference will be given for applicants from the north as successful candidates will be stationed in there for the project.

**JOB RESPONSIBILITIES**

- Coordination of education projects activities in Baddawi and Nahr El-Bared with project team and implementing partners
- Liaise and coordinate with education professionals and consultants
- Liaise with stakeholders
- Monitoring and Evaluation
- Reporting

**DURATION OF EMPLOYMENT**

ANERA will sign a two-year agreement with successful candidate, with a trial period of three months.

Successful candidate is required to start work in October 2012.

**QUALIFICATIONS**

Candidates for this position are expected to have the following profile and qualifications:

- Completion of a Bachelor's degree in a relevant field (Education, Vocational Education, Community Development, etc.), Master is a plus
- At least five years of relevant work experience in vocational and/or non-formal education
- Experience in non-profit organizations, and development work with preference working in the Palestinian camps and or with Palestinian communities

- Experience as a trainer in vocational training and/or non-formal training is a plus
- Knowledge of vocational training and remedial education systems in the camps and Lebanon is preferable
- Familiarity with monitoring and evaluation
- Good planning and organizational skills
- Good writing skills in Arabic. English is a plus
- Good computer skills (including word processing (e.g. Word), spreadsheets (e.g. Excel), e-mail, and browsing the Web
- Fluency in Arabic is required. (English and French are an asset)
- Strong communication, facilitation, and interpersonal skills are essential to work with partner NGOs, trainers, and others
- Capacity to take initiative and work within a team environment
- Ability to travel extensively to the field
- Integrity and sensitivity to cultural and social diversity; and
- A positive, enthusiastic attitude

## **TO**

## **APPLY**

Interested applicants are requested to send their CVs and letter of interest to [anera@aneralebanon.org](mailto:anera@aneralebanon.org) specifying subject in the email as follows: Education Coordinator Application\_ [Full Name of applicant], **by September 15, 2012**.

Shortlisted applicants will be called for an interview.

## **ABOUT ANERA**

*ANERA is a non-profit, non-governmental organization working since 1968 on development, health, education and employment programs; focusing on impoverished and marginalized communities in Lebanon, Jordan, West Bank and Gaza. For more information visit [www.anera.org](http://www.anera.org)*