

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-632-2022
Company Name	Societe Saint Vincent de Paul
Industry	NGO
Vacancy	CEO
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business
Degree	Masters
Years of Experience	10
Location	Beirut
Remuneration & Benefits	Salary range 2,500 – 3,000
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<p>A- Board Relation</p> <ol style="list-style-type: none"> 1. Ensuring that Board committees and efforts are well-organized and funded; 2. Informing the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities 3. Submitting regular reports to the board <p>B- Program Management</p> <ol style="list-style-type: none"> 1. Developing the strategic growth plan and vision of SSVP Lebanon and monitoring its implementation 2. Developing and executing a clear fundraising plan and ensuring the effectiveness of this plan and the respect of the beneficiaries needs 3. Ensuring implementation of NGOs international standards and staying in compliance with all laws and regulations. 4. Ensuring SSVP Lebanon is meeting the highest standards possible. <p>C- Business Development</p> <ol style="list-style-type: none"> 1. Identifying business development opportunities 2. Ensuring donors' projects proposals are drafted in line with the donor's requirements

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3. Participating in identifying and cultivating corporate, individual and foundation sponsors;

4. Developing a strong relationship with potential partners to generate long-term partnerships.

D- Field Operations

1. Creating an operations team with clear objectives and responsibilities to represent SSVP Lebanon in the field

2. Ensuring proper orientation and coaching of the operations team, and evaluating frequently the team's performance.

3. Setting the yearly targets and making sure that all trainings and support are provided for achieving SSVP Lebanon goals

E- Monitoring and Evaluation / Reporting

1. Setting a clear and transparent monitoring and evaluation system and procedure to respond to the donors' requirements and to evaluate each project activities with clear KPIs

2. Performing regular field visits to ensure the quality of data collected and to verify the accuracy of reported data.

3. Analyzing the collected data and acting accordingly

4. Ensuring availability of the donor's reports and making sure to respect the deadlines

F- Finance

1. Ensuring that an accurate, cost-effective and transparent financial management is implemented and in compliance with the donor requirements

2. Monitoring all financial activities of the organization

3. Managing SSVP's budget and ensuring that it is a financially viable and sustainable with the needed resources to meet current and projected programs' growth

4. Monitoring SSVP Lebanon cash flow

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G- Procurement

1. Ensuring SSVP Lebanon Procurement policies, process and procedures are set, implemented, monitored and updated

H- Administration and Human Resources

1. Setting the structure of SSVP to execute the mission, vision and strategy
2. Building a high-performing senior leadership team and playing an active role in attracting, retaining and developing talented workforce
3. Approving the manpower planning
4. Ensuring SSVP Lebanon administration and human resources policies process and procedures are set, implemented, monitored and updated
5. Creating a positive environment by setting the organization's Code of Conduct, ethics, values

I- Marketing & Communication

1. Ensuring efficient SSVP Lebanon branding by partnering with a Marketing and Communications team in order to:
 - Promote SSVP Lebanon's activities in a professional way
 - Develop marketing and messaging materials
 - Develop a visibility material
 - Activate the social media platforms
2. Cultivating excellent relationships with local media.
3. Reaching out to the community to present SSVP Lebanon, its vision and services through public presentations and by attending relevant business events, conferences and gatherings.

J- Information Technology

1. Approving Digital Transformation strategy and plan