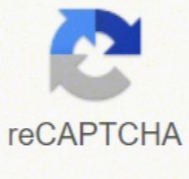




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Submissions Directive: If you are interested in this position, please send your registration, consisting of: a letter of presentation convincing your curriculum vitae, and samples relevant writing (published articles, registration excerpts that you wrote). These will be evaluated confidentially. This position is subject to funding. DRI is currently recruiting a full-time project manager for his office in Luban. DRI promotes the political participation of the citizens, the accountability of state agricultural and the development of democratic institutions around the world. We process your data according to the provisions of the Federal Law of German Data Protection. Deadline for applications: January 21, 2022. Under the supervision of the country representative, their tasks will be as follows: responsible for the daily management of the assigned project(s). Throughout its end-to-end life cycle, according to the objectives of the project and strict compliance with the contract and the requirements of donors, ensure that the results of the projects correspond to the objectives of the project and are delivered effectively, timely and overdue, using standard program management tools, including work distribution structures, logic program, logframes, etc.; Manages the work plan, anticipates changes, introduces project adjustments in a timely and efficient way; Supervises and manages the involvement of project partners and stakeholders, including implementation partners and their compliance with the DRI; Establishes a proactive link with the financial unit in terms of monitoring, planning, replayment and implementation of operations (budgeting, acquisition of supplies and services) to ensure the alignment and communication ideal between the financial units and the units of the for the assigned project(s); Identifies and formulates procurement needs and supervises the selection processes in a amargorP od roteG o arap .sAaP od etnatneserpeR o moc .ubirtnoc :otcejorp o odot me edadisrevid ad e oren ©Ag od oEŠAargetni a arugessa ;sadignita res a oEŠte sacit; Amargorp satem sa euq arugessa e otcejorp od adiv ed olcic od oqnoI oa)LEM(megazidnerpA e oEŠAallavA .oEŠAazirotnoM ed zacife e onuAtnoc ossecorp mu arugessa :otcejorp od sedadivitca sad adilŠAs oEŠAatnemelpmi amu arugessa arap onabAL od sepAiger setnererif san ajav ;oir;Šssecen es - oEŠAaretla ed satsoporp sa azilanif e "Aver ,arobale-oc ,anoisivrepus ;)s(odangised)s(otcejorp)s(o erbos serodaod sod e sonretni soir"Ataler so azilanif e "Aver ,arobale-oc ,anoisivrepus ;odairporpa odnaup ,otcejorp od oEŠApecnoc Á sepAŠAcifidom eregus e socidAruj e siaicos ,socitÁlop sotnemivlvnesed so ahnapmoca ;aicn"Arefer ed somret soa oEŠAaler me sodatuser sod oEŠulcnoc e oEŠAšpecnoc Á otiepsar zid euq on edadilauq ed aitnarag a m©Átnam e aicn"Arefer ed somret aroale ,sianoicanretni e sianoican sotirep ed oEŠAacifitnedi a arap ubirtnoc Performance appraisals; It leads to the closure of the assigned project(s); Performs other tasks as required. Organization responsible for this position: Democracy Reporting International gGmbHelbest. HIS SKILLS AND EXPERIENCE: University degree in political science, law, public administration, social sciences, public policy/development studies or other relevant fields; At least seven (7) years of extensive experience in the field of governance, policy, development and policy dialogue processes as well as experience working on the ground in the field of cooperation with civil society organizations, public officials, community stakeholders and high-level stakeholder management in Lebanon; Excellent command of project cycle management and MEL methods and tools; Proven team management experience and supervisory skills; Excellent writing skills and ability to draft narrative reports in a concise and compelling style (you are required to provide relevant writing samples/publications); Outstanding attention to detail, sense of precision, rigor and consistency; Proven ability to manage the budget and public contracts (budget monitoring, planning and execution of contracts, drafting technical specifications, reviewing and concluding contracts); Proven experience in proposal writing and project changes; Excellent working knowledge of Microsoft Office (particularly Word, Excel and PowerPoint); Strong emotional intelligence skills, with excellent communication and negotiation skills and the ability to manage conflict; Ability to work with a culturally diverse team; Knowledge of issues related to human rights, rule of law, good governance, electoral processes and democratization; Fluency in and English are written and spoken. WHAT WE OFFER DRI offers flexible working hours, travel and health insurance, training and the opportunity to work as part of an international and diverse team. DRI is committed to diversity and treats everyone equally, equally, gender, pregnancy, race, ethnicity, nationality, religion, sexual orientation, age, ability, status, social-economic status, political opinion (as long as it respects the principles of democracy), or any other statute protected by the laws in the places where we operate. More about the processing of your personal data: Privacy policy Finance Manager & BACKGROUND Administration Employment Form: Date of Company/End Date: Full-time/Duration: AtExp 31 December 2022, with possibility of extension/Location: (DRI) There is a non-party, independent, non-profit organization registered in Berlin. The vacancy can be filled before the deadline, therefore, an early application is encouraged. 28/2912045 Berlin, Germany The processing of personal data in third countries will not take place. Advancing knowledge of the work of Lebanese municipalities and municipal unions in theory and practice; Advanced knowledge of the Lebanese electoral system; Experience in processes of empowerment of young people and women; Familiarity with political dialog processes.

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