



MedGlobal
10604 Southwest Highway, Suite 107
Chicago Ridge IL 60415
connect@medglobal.org
www.medglobal.org

PROGRAM MANAGER - Lebanon

JOB DESCRIPTION

Job Title: Program Manager - Lebanon
Job Status: 3-month contract, full-time
Job Location: Beirut, Lebanon
Reports to: Monitoring and Evaluation Specialist

ABOUT MEDGLOBAL

MedGlobal was founded in June 2017 by physicians who are experienced in humanitarian medicine to address the health needs of the most vulnerable across the world.

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

JOB PURPOSE

The Lebanon Program Manager will be responsible for managing, consolidating, and ensuring smooth implementation of the programs and operational activities, and all subsequent expansion/extension as required, as well as adherence to logistics, human resources, administration, and security procedures. The Lebanon Program Manager will be responsible for defining program activities on the ground.

The Program Manager will be responsible for the overall management and technical direction of all MedGlobal programs in Lebanon.

MAIN DUTIES/RESPONSIBILITIES

- Provide clinical services for disaster/emergency -affected population according to internationally accepted standards
- Provide health education to patients and community members concerning their diagnoses, healthy diets, physical activity and hygiene promotion
- Implement on-going projects, including ongoing need assessments and day to day work.
- Ensure the quality of the medical services and supplies and on-site health information systems, in accordance with the host country regulations, MedGlobal and international standards and policies.

Field Administration, Logistics and Training

- Work closely with the logistic coordinator on the ground and the Head office Accounting Department on the financial reports, both weekly and monthly.
- Consider the security implications of all program activities, carefully reviewing new initiatives with the head office program team.
- Oversee the selection of appropriate suppliers and contractors, to promote projects, good, and services procurement practice with due regard to sustainability, ethical purchasing standards, and cost.
- Provide oversight of all the volunteer logistics from Lebanon, including orienting volunteer providers to processes on-site;
- Act as a resource to collect and disseminate information to potential and upcoming volunteers, including collection and distribution of required written materials;

Monitoring, Evaluation, and Audit

- Work with MedGlobal's Monitoring and Evaluation Specialist to implement M&E for the overall programs, as well as special MedGlobal programs.
- Provide standardized monitoring and evaluation tools and guidance on how to use it.
- Monitor day to day progress of Lebanon program and assist with the identification of issues which may affect the quality of program performance and consequent program adjustments

Contact, Communication, and Coordination

- Attend regional and local sub-cluster meetings and/or problem-solving with our partner organizations
- Maintain contact with Partner NGO(s) and INGOs, NGOs for issues including operations, staffing, and supplies, volunteer transportation and accommodation, and troubleshooting any potential solutions.
- Contribute to the positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct

Reporting

- Prepare quality and timely program progress reports (weekly and monthly), and the end of the project report.
- Review in-country financial reports and maintaining all required documentation per organization policy



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- Provide a summary of recommended areas of improvement, areas of success, and leading the execution of an action plan with the Head Office team to evolve and make positive systems improvements where needed.
 - Perform additional duties

REQUIREMENTS

Skills and Experiences

- Fluency in English
- Experience with principles and guidelines of program planning and implementation
- Experience with personnel management including supervision, training, monitoring, and evaluation
- Must have excellent organizational skills and ability to handle multiple tasks in a dynamic, high pressure environment
- Experiencing with project proposals, budgeting, and reporting methods
- Experience with computer systems, data records, and related software applications
- Excellent attention to detail and strong organizational and project coordination skills
- Maintain flexibility to take on added responsibility when needed.
- INGOs, NGOs, and local administration offices including law enforcement agencies.

Education and Professional

- Must be a primary care physician with a valid license to practice, Physician (General Practitioner or Family Doctor)
- At least 3-5 years of experience, of which 1-2 years should be of NGO experience.
- Experience in overseas programs relating to primary health care, maternal and child health, reproductive health, and communicable diseases preferable.

Qualified candidates are invited to submit their CVs to careers@medglobal.org with the subject, "Program Manager- Lebanon."