

## Alfanar Lebanon - Programme Manager

<b>Salary:</b>	Competitive, based on experience
<b>Reporting to:</b>	Country Director, Lebanon
<b>Location:</b>	Lebanon (Beirut-based, with travel to project areas)
<b>Starting Date:</b>	As soon as possible
<b>Duration of Contract:</b>	13 months (project-based, fixed-term)
<b>Contract Type:</b>	Part-time (3.5 days per week / 0.7 FTE)
<b>Years of Experience:</b>	Minimum 5 years of relevant experience

**Do you believe in the power of social enterprises to create meaningful and scalable social change in disadvantaged communities in Lebanon and across the Arab region? Are you looking to influence a movement that is backing social change and transforming lives across the Arab world? If yes, then you should take a look at Alfanar!**

### ABOUT ALFANAR

Launched in 2004, Alfanar is the Arab region's first venture philanthropy organisation. Alfanar is a UK-based charity with operations in Egypt, Lebanon, Jordan and Palestine that aims to transform the lives of disadvantaged children, youth and women across the Arab world by funding and strengthening ambitious social enterprises responding to pressing needs, especially in education, youth employment and women's economic empowerment.

Alfanar provides tailored grants along with management support, training and access to markets to growth-stage social enterprises, enabling them to achieve greater financial sustainability and to scale their impact. Alfanar's highly engaged venture philanthropy approach applies the principles of private sector investment to charitable giving, striving to deliver social returns that are sustainable, scalable, and game changing.

Alfanar provides capable and qualified candidates a rare opportunity to help strengthen and scale innovative social enterprises (SEs) across the Arab world.

### ABOUT THE PROJECT

This position is dedicated to a fixed-term, ILO PROSPECTS-funded project focused on providing integrated technical and financial support to Social and Solidarity Economy (SSE) entities in Lebanon. The project is implemented in partnership with Al Majmoua and runs for 15 months. The role is project-based and will conclude at the end of the project period.

The project aims to enhance economic opportunities and support decent and formalised work for vulnerable communities in Lebanon, including refugees, women, and youth, through a combination of capacity building, coaching, and access to finance via a tailored lending product.

### JOB PURPOSE

We are seeking an experienced and driven Programme Manager to lead the coordination, reporting, and stakeholder management of Alfanar's ILO-funded SSE project in Lebanon. This is a part-time programme management role focused on ensuring the smooth implementation of the project workplan, compliance with donor requirements, and effective coordination between Alfanar's internal team, Al Majmoua, and the ILO PROSPECTS team.

As the central coordination owner of this project, the Programme Manager will work closely with Alfanar's Lebanon team, including the Country Director, Portfolio Managers, Finance Lead, and Impact Lead, to ensure all deliverables are met on time and to the highest standard. The ideal candidate brings strong programme management experience in donor-funded contexts, excellent written communication skills, and the ability to coordinate multiple stakeholders in a fast-paced, mission-driven environment.

### DUTIES AND RESPONSIBILITIES

## A. Programme Coordination & Workplan Management

- Coordinate the full implementation of the project workplan, ensuring all activities, milestones, and deliverables are tracked and executed on time and within budget across the 15-month project period.
- Serve as the primary coordination point between Alfanar and the financial partner (Al Majmoua), facilitating joint monthly meetings and quarterly portfolio reviews.
- Liaise regularly with the ILO PROSPECTS team, ensuring alignment on selection criteria, reporting formats, and programme adjustments; notify ILO proactively of any developments affecting implementation.
- Maintain and update the project workplan, risk matrix, and performance dashboard, flagging issues and proposing mitigation measures in a timely manner.
- Coordinate the Joint Steering Committee meetings, prepare agendas, circulate minutes, and follow up on action items.
- Monitor project budget in close coordination with the Finance Lead, track expenditure against forecasts, and ensure readiness for each ILO payment tranche.

## B. Donor Reporting & Compliance

- Lead the preparation and submission of all required reports to ILO: 4 progress technical and financial reports, 9 monthly training/coaching activity reports, 8 monthly loan disbursement reports, and 1 final technical and financial report, all in ILO-prescribed formats.
- Consolidate inputs from the Portfolio Managers, Finance Lead, and Impact Lead into coherent, high-quality reports reviewed and approved by the Country Director.
- Ensure compliance with ILO branding, visibility, and communication requirements across all project outputs and events.
- Ensure all programme activities and team conduct comply with Alfanar's internal policies and donor requirements.
- Ensure the collection, archiving and sharing of knowledge, tools and resources generated throughout the project.
- Organise an end-of-programme feedback session and produce a "lessons learnt" document to ensure continuous improvement within Alfanar.

## C. Monitoring, Evaluation & Learning (with Impact Lead)

- Confirm the M&E framework of the programme including the Theory of Change, Logframe, reporting framework, data collection tools, and customised impact results dashboards, with the Impact Lead.
- Oversee the achievement of targets and ensure timely implementation of remedial actions in case of disruptions.
- Oversee the collection and quality assurance of data required for ILO PROSPECTS monitoring and reporting, including employment outcomes, job quality indicators, revenue growth, and governance improvements.

## D. Financial Oversight (with Finance Lead)

- Confirm the programme's budget, disbursement schedule and financial reporting framework with the Finance Lead.
- Monitor and review financial reports, disbursements, SE budget spending, variances and reforecasts in coordination with the Finance Lead.
- Handle all budget discussions with the donor in coordination with the Finance Lead and Country Director.

## E. Communications & Visibility (supported by HQ)

- Coordinate the production of visibility materials including success stories, social media content, photos, videos, and event materials in collaboration with Alfanar's communications team.
- Review and approve all key communications content, pictures, videos and social media posts.
- Support the organisation of two ecosystem convenings and the outside-country study visit for selected SSE representatives.

## F. Alfanar Representation & Fundraising

- Represent Alfanar in events and with ecosystem players, partners and donors to present the programme and to raise the profile of Alfanar and of venture philanthropy in Lebanon.
- Ensure any identified follow-on funding opportunities are discussed with Alfanar's Country Director and Development Officer.

## QUALIFICATIONS

- Minimum 5 years of experience in programme management, ideally in donor-funded international development or social enterprise contexts.
- Demonstrated experience managing donor-funded programmes, including reporting, workplan management, and stakeholder coordination (ILO, EU, UN, or similar donors preferred).
- Proven track record of managing programmes with budgets exceeding USD 300,000 per annum.
- Experience in financial oversight and budget monitoring in a donor-funded context.
- Experience with monitoring and evaluation and/or impact measurement frameworks is preferred.
- Familiarity with the social enterprise and SSE ecosystem in Lebanon and/or the Arab region is preferred.
- Excellent report writing skills in English and Arabic.
- Proven skills in critical thinking, assessment and analysis.
- Bachelor's degree in business, social sciences, economics, development studies, or a related field; Master's degree preferred.
- Fluent in English and Arabic (written and spoken); French is a plus.
- Based in Lebanon, with willingness to travel to project areas (North, Bekaa, Mount Lebanon).

## SKILLS & MINDSET

- Strong project management skills: ability to manage multiple workstreams simultaneously, track deliverables, and meet tight deadlines, on a part-time schedule.
- Excellent interpersonal and relationship-building skills; ability to work constructively with diverse partners including donors, MFIs, and community-level enterprises.
- High attention to detail in reporting and documentation, particularly in donor compliance contexts.
- Analytical and problem-solving mindset, able to assess programme needs and propose timely solutions.
- Self-motivated, autonomous and pro-active, able to work in a small team and in a fast-paced environment, on both strategic and hands-on topics.
- Entrepreneurial and solutions-oriented, comfortable operating in ambiguous environments with minimal supervision.
- Deep commitment to Alfanar's mission and to the values of the Social and Solidarity Economy: social purpose, democratic governance, and inclusive employment.

**Please send your CV along with a cover letter explaining your suitability and motivation for the role to [applications@alfanar.org.uk](mailto:applications@alfanar.org.uk)**

We will only review applications that include a cover letter, and we will only contact those who have been short-listed.