

Human Resources and Professional Development Expert

Terms of Reference

Job Title	Human Resources and Professional Development Expert	Job Reference	S2R2-HRPDE 2/19
Duty station	Center for Educational Research and Development (CERD) - Dekwaneh	Start date	Immediate Start
Contract Type	Full Time Contractual Position	Schedule	7:30 a.m – 3:30 p.m

Program Title	Support to RACE 2 (S2R2)
Program Background	The Government of Lebanon, with support from the international community, has launched the Reaching All Children with Education (RACE) initiative. First launched in 2013, RACE seeks to improve access to formal education for 460,000 Syrian refugee children and underprivileged Lebanese children in the country. Efforts under this new phase of RACE 2 are expected to minimize the short and medium-term costs of displacement for refugee families, while strengthening the long-term capacity of the Lebanese education system to prepare children for life and work once regional stability returns. MEHE-GD, with the support of CERD, is responsible for implementing the S2R2 program.
Program Objectives	The Program Development Objective is to promote equitable access, enhance quality of learning, and strengthen the systems in Lebanon’s education sector in response to the protracted refugee crisis. The key results are as follows: <ul style="list-style-type: none"> (i) Increase in the proportion of school-aged Lebanese and non-Lebanese children (3–18) enrolled in formal education (disaggregated by school type, education cycle, nationality, and gender); (ii) Increase in the proportion of students passing their grades, and transitioning to the next (disaggregated by school type, grade, nationality, and gender); and (iii) Improvement in MEHE’s capacity to review, evaluate, and update Program implementation.
Tasks and Responsibilities	Under the S2R2 Program, the Center for Educational Research and Development (CERD) is looking for a Human Resources and Professional Development expert. Below are the main tasks and responsibilities: <ol style="list-style-type: none"> 1. Supporting in the design, planning and development of a Human Resources Management plan, in light of Program identified needs and capacity needs assessment. 2. Advising on the development of a strategic Human Resources Management Information System. 3. Supporting CERD in reviewing the Human Resources policies and procedures;

4. Advising on needed Human Resources policies and standards to ensure efficient and equitable management of staff being applied throughout CERD, during program duration time.
5. Ensuring that all units and staff at CERD are well aware of the policies and procedures and are able to exercise them effectively.
6. Supporting in the recruitment process of all Program needed and approved hires, in drafting new ToRs and / or updating existing ones, in planning and communicating jobs opening, in establishing selection criteria and overseeing the hiring process.
7. Supporting in the preparation of the contracts alongside CERD's legal department and HR unit.
8. Advising on the optimal plan for knowledge transfer among CERD staff and the technical assistance, from inception till onboarding phase.
9. Developing, implementing, and managing a system of performance appraisal for CERD teams and for S2R2 hired assistance and all external consultants.
10. Coordinating with CERD's Quality Assurance Unit to ensure proper monitoring of HR performance.
11. Providing assistance to assess CERD current situation, specifically in relation to the HR unit and to establish a clear strategy to assist and reinforce all its functions.
12. Supporting in the preparation of CERD's human resources mapping in order to set a sustainable capacity building plan.
13. Defining, monitoring, and evaluating processes to ensure the proper transfer of knowledge between S2R2 consultants or other externally funded assistance and CERD teams.
14. Supporting in establishing a training and professional development unit within CERD's HR unit in close collaboration with CERD's Administrative Directorate
15. Supporting in establishing a system to track the individual training plans and performance portfolio.
16. Participating in the implementation and the continuous improvement of the quality management system of CERD, for S2R2, and for other related programs.
17. Providing support and advice as appropriate in grievance instances to CERD's teams and S2R2 Steering Committee – when requested and applicable.
18. Ensuring that all Human Resources issues are given full consideration in meeting CERD's mandate while satisfying S2R2 deadline requirements.
19. Ensuring CERD's rules and regulations and the applicable Lebanese Laws are applied within S2R2.
20. Other tasks as needed or assigned by CERD's S2R2 Steering Committee.

<p>Reporting</p>	<p>All reports should be submitted to CERD/ S2R2 Steering Committee and HR Division according to scheduled time frame, and dates will be communicated based on the contract signature date.</p> <p>CERD will provide templates for the required reports – to be submitted in English.</p> <p>CERD owns property rights of all reports.</p>
<p>Educational Background, Experience and Required Skills</p>	<p>Educational Background</p> <ul style="list-style-type: none"> • Masters in Human Resources Management or another related field; and/or 7-10 years of experience in HRM. <p>Previous Experience</p> <ol style="list-style-type: none"> 1. 7 to 10 years’ experience in human resources management. 2. A Minimum of 3 years’ experience in similar position preferably in the education field. <p>Languages</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in Arabic and English. • French is a plus. <p>Behavioral Skills</p> <ol style="list-style-type: none"> 1. Excellent communication and presentation skills 2. Excellent organization skills 3. Strong ethics 4. Problem solving and decision-making skills 5. Expertise and leadership <p>Technical Background and Computer Skills</p> <ol style="list-style-type: none"> 1. Microsoft Office Suite <p>Knowledge of Lebanese labor law</p>
<p>Payment</p>	<p>Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.</p>
<p>Administrative Issues</p>	<p>The selected Human Resources and Professional Development Expert shall not commence work until the required documents are provided to CERD and the relevant contract is duly signed by both parties.</p> <p>Presence at CERD is to be ensured on a full-time basis, during CERD’s regular working hours: 7.30 am to 3.30 pm Monday to Friday.</p> <p>All remuneration must be within the contract agreement. The Human Resources and Professional Development Expert is not entitled to overtime pay.</p> <p>CERD will provide an office space and IT facilities (internet, printers, etc.). He/she will thus be utilizing CERD laptops and devices in their day-to-day duties.</p>

How to Apply	Applicants are requested to send their detailed CV to s2r2@crdp.org Applicants are requested to include the job reference in the subject of their email
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