

S2R2 Executive Program Assistant

Terms of Reference

Job title	S2R2 Executive Program Assistant	Job reference	S2R2-EPA04/19
Duty station	Center for Educational Research and Development (CERD) - Dekwaneh	Start date	Immediate Start (TBD)
Reporting to	CERD President's Office	Contract type	Consultant Full Time Contractual Position

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.

<p>Tasks and Responsibilities</p>	<p>Under the S2R2 Program, the Center for Educational Research and Development (CERD) is looking for an Executive Program Assistant. Below are the main tasks and responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate S2R2 planned activities and monitor the implementation progress. 2. Assist CERD relevant heads of entities in developing annual, quarterly, monthly, weekly work plans – as applicable. 3. Ensure the timely delivery of CERD’s Annual Work Plans and follow-up on the pending or stopped deliverables with the relevant stakeholders, in coordination with the Senior Program Development Advisor. 4. Ensure the proper work flow of daily operations of the Program, in coordination with CERD relevant heads of entities and the Senior Program Advisor. 5. Ensure the timely delivery and quality of tasks required for the management of the Program. 6. Be the focal point –when assigned- to receive and send incoming and outgoing information to/from the Senior Program Advisor’s office. 7. Draft progress reports and thematic reports - when required. 8. Prepare and submit Weekly Reports showcasing the work progress as well as the challenges faced. 9. Keep clear filing and archiving, both digital and print with all key information archived in a timely and extremely structured manner. 10. Provide capacity building for CERD’s administrative staff. 11. Support CERD administrative staff and assistants in preparing and managing all administrative, correspondences, inventory of office supplies, presentations and summaries, and other tasks carried out by the CERD assistants. 12. Support in maintaining appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel – when applicable. 13. Communicate with CERD Senior Program Advisor regarding all the tasks requested. 14. Maintain stakeholders’ confidence and keep information confidential.
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	15. Undertake other executive tasks and duties as needed throughout the Program planning and implementation.
Reporting	<p>All reports should be submitted to CERD President via the Senior Program Development Advisor as per time scheduled in the time frame, and dates will be communicated based on the date of signature of the CERD contracts.</p> <p>CERD will provide templates for the required reports – to be submitted in Arabic and or/English.</p> <p>CERD owns property rights of all reports.</p>
Educational Background, Experience and Required Skills	<p>The Executive Program Assistant should combine the following experience and background:</p> <ol style="list-style-type: none"> 1. At least 3 years of professional work experience in a relevant business environment, preferably in an education setting, with BA in Business Administration, Business Management, Education Administration, or related fields; 2. Writing, reporting, and presentation skills as well as verbal communication skills in English, French, and Arabic; 3. Experience in projects coordination funded by international donors and organizations; 4. Excellent Microsoft Office Skills; 5. Excellent organization, time management, and communication skills; 6. Experience working in the public sector is a plus.
Payment	Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.
Administrative Issues	<p>The selected Executive Program Assistant 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 Executive Program Assistant is not entitled to overtime payment.</p> <p>The Executive Program Assistant will report to CERD’s Senior Program Development Advisor.</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	<ol style="list-style-type: none">1. Applicants are requested to send their detailed CV along with a cover letter on CERD to s2r2@crdp.org2. Applicants are requested to include the job reference in the subject of their email.3. Applicants might be requested to sit for an exam as part of the recruitment process.