

## **NCLW Executive Director Vacancy**

The National Commission for Lebanese Women (NCLW) is an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established in 1998 to promote women's rights in the Lebanese society and enhance gender mainstreaming in public institutions. NCLW is the key actor who initiated the establishment and adoption of the ten years "National Strategy for Women in Lebanon (2011-2021)" that aims to empower women and insure gender equality in the social, political, economic and legal spheres. Since its inception, NCLW has developed strong partnerships with local, regional and international organizations, and became a key contributor to the promotion of women and gender issues in Lebanon. NCLW carries out various projects to improve the status of women, and to establish equal opportunities for men and women in Lebanon.

NCLW has three core missions: consultative, coordinative and executive. The General Assembly of NCLW is composed of 24 members appointed by the Council of ministers by decree for a renewable three-year term. Women members of the Parliament and ministers are considered ex-officio members of NCLW during their term and have a consultative status. NCLW has an Executive Bureau comprised of eight members elected by the General Assembly from its members.

NCLW is seeking to recruit an Executive Director who will be responsible for the following areas of work:

- Ensure that the operations of NCLW meet its mission and achieves objectives.
- Oversee the efficient and effective day-to-day operation of the organization.
- Provide oversight on project design and implementation in a timely and effective manner.
- Oversee external communications with governmental and non-governmental stakeholders.
- Manage, coordinate and communicate with NCLW standing committees.
- Contribute to fundraising plans through outreach and proposal writing.
- Oversee the implementation of human resources policies, procedures and practices.
- Work with NCLW committees and Executive Board to prepare a comprehensive budget.
- Develop and share a quarterly Monitoring and Evaluation plan for all projects.
- Ensure coordination and alignment across NCLW committees and projects.
- Follow-up on NCLW commitments to national and periodic reports.
- Represent NCLW with donors and at community activities whenever delegated to do so.

### **Required competences and Skills**

- A masters degree in management, public administration, political science, law, or other related fields
- Demonstrable experience with gender equality and women's rights
- At least 10 years progressively in a senior programmatic or managerial position
- In depth knowledge of women's rights and inequality issues in Lebanon
- Ability to work with and lead a team of professionals
- Very good communication and reporting skills
- Experience with public administrations, UN agencies and civil society
- Excellent command in Arabic and English Languages

To apply please send your CV, cover letter, and a writing sample to: [info@nclw.org.lb](mailto:info@nclw.org.lb)