

The Embassy of Denmark in Beirut is looking for a Programme Officer for its Development Cooperation Team



Position:	Programme Officer (Development Cooperation)
Type of employment:	Full-time employment on a local contract
Starting date:	As soon as possible
Location:	Embassy of Denmark in Beirut
Application deadline:	2 April 2024
Contract duration:	Until December 2026 with possibility for extension.

The Embassy of Denmark in Beirut is recruiting a locally employed Programme Officer (Development Cooperation) to its Development Cooperation Team. The team is responsible for the management of Denmark's regional programme to generate improved, inclusive access to livelihood opportunities, protection and services for Syrian refugees, internally displaced persons (IDPs) and host communities in the region. This is done through the Programme "*Support to Syria and Syria's Neighborhood - Lebanon and Jordan*" – known as the 3SN Programme, which is currently in its second phase. The third phase of the 3SN programme (2024-2026) is currently under development with a projected budget of USD 95 million.

The Programme Officer will support the management of Danish grants under the 3SN programme, which currently covers a range of thematic areas including protection, livelihoods, agriculture, health and climate adaptation. The Programme Officer will be part of a team of three posted staff members, but will work independently on assigned tasks and grants. He/she will ultimately report to the Embassy's Head of Cooperation and Management, but will refer to a team leader in the daily work.

The main responsibilities and tasks of the Programme Officer may develop over time, and new tasks may be added to the position. Moreover, all Embassy employees are, at all times, expected to demonstrate flexibility to ensure the most optimal handling of the Embassy's portfolio, especially during vacation periods, illness and vacancies. As such, you should be ready to contribute to tasks outside of your normal portfolio.

Main tasks and responsibilities as Programme Officer

Partnership management:

You will manage a portfolio of grants and be responsible for partner dialogue on project implementation and development. Tasks include:

- Monitor, analyse and report on the results of partners, ensure that projects are implemented as planned, remain alert of any deviations or delays and together with partners identify solutions.
- Review partners' narrative and financial reporting and ensure that all relevant project management and financial systems are updated.
- Conduct regular partnership monitoring, including field visits, virtual or in-person meetings.
- Closely monitor and support partners in case of any suspicions of corruption.
- Contribute to communication and visibility of Danish assistance in cooperation with partners and within the Embassy's wider communication strategy.
- Ensure close coordination and information sharing with other colleagues working on development.

Programme development

You will contribute to the development of the new phase of the regional programme *Support to Syria and Syria's Neighborhood (3SN) – Lebanon and Jordan* for the period 2024-2026. Tasks will include:

- Participate in the identification of partnerships for the programme.
- Support programme and project development in other areas as relevant.
- Support development of new partnership agreements and contribute to the overall quality of project documents.
- Contribute to partner cross-learning exchanges through bilateral engagement or joint learning events.

Coordination and representation:

- Represent the Embassy of Denmark in relevant fora and events, including for example sector working groups and workshops related to Danish focus areas, with other donors, international partners and government representatives.
- Participate in relevant development meetings and other staff meetings at the Danish embassy.

Qualifications

- University degree in Development Studies, International Affairs, Humanitarian Action, Political Science, or other relevant area of study.
- Minimum five years of professional experience working with humanitarian or development cooperation (i.e. for an embassy, international or multilateral organization, international or national non-governmental organizations).
- Experience with grant management, monitoring and implementation of international development and humanitarian projects.
- Knowledge of the Syria crisis and forced displacement.
- Strong written and verbal communication skills.
- Ability to work independently and in a team.
- A structured mind-set and excellent planning and coordination skills.
- Strong interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Excellent knowledge of spoken and written English and Arabic.
- Willingness to travel in the region (Lebanon, Jordan and potentially also Syria).
- Good knowledge of protection, livelihoods, agriculture, health or climate mitigation is an advantage.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of tasks.
- Complex and meaningful tasks related to the Danish development portfolio in the region.
- Opportunities for further development of your professional and personal competences.
- A large degree of ownership and independence in your daily work.

Employment conditions

- You will be offered full time employment until December 2026, with the possibility of extension, on a local contract based on the Embassy's staff rules.
- Your standard working hours will be 37 hours per week.
- Employment will start as soon as possible, starting with a probationary period of three months. You will be entitled to five weeks of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results. You and your dependant family members will be offered reasonable coverage of medical expenses.
- The position is subject to the Embassy's terms and conditions for local staff.

Application and recruitment process

To apply for the position, please send your application (motivation letter, CV, proof of relevant education, recommendations and 2-3 references) in English to beyambsik@um.dk marked *Programme Officer (Development Cooperation)* in the subject line no later than 2 April 2024.

The Embassy is an equal opportunities employer and welcomes applications from all qualified persons regardless of race, sex, religion, age or disability. Only shortlisted candidates will be contacted. Selected candidates will be invited for interviews – expected to take place during April. Language proficiency and other written and/or oral tests may be performed as part of the interview process. Any employment is contingent on the presentation of a “No Criminal Record” and a successful security clearance by the Danish authorities.

By sending your application, you actively consent to the Embassy of Denmark processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark’s [webpage](#).

Questions

If you have questions regarding the position, please write to beyambsik@um.dk.

About us

The Embassy of Denmark is part of the Danish Foreign Service and covers Lebanon, Jordan and Syria. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 employees, 12 of whom are diplomats.

For more information about Denmark’s development activities in the region, press [here](#). For more information about the Embassy, see [Denmark in Libanon \(um.dk\)](#).