



Early Childhood Care and Development Program (ECCD)

ECCD Program Assistant-Full Time Terms of Reference

ARC is a not-for-profit organization active in human and material resource development in health, education and community development. The ECCD program works with local, regional and international partners to disseminate knowledge build capacities and promote the importance of early childhood in Arab countries.

ARC is seeking an assistant to the ECCD Coordinator for immediate employment in its offices in Beirut.

ECCD Program Vision and Objectives:

The vision of the ECCD program at Arc is to have “the importance of early childhood recognized and invested in the Arab countries covered by the program”. This will be achieved through the following objectives:

- 1- The holistic, integrated and inclusive approach is disseminated, integrated into the practice of partners and further developed collectively.
- 2- the collective work of local partners is strengthened.
- 3- Partners’ ability and willingness to facilitate parents’ ownership of programmes is increased.
- 4- Partners’ ability to develop programmes and initiatives targeting children from conception to 3 years is strengthened.
- 5- Advocacy for the holistic Integrated and Inclusive approach is initiated.
- 6- Establish a monitoring and evaluation system for the ECCD Programme.

Purpose of position:

To provide general support to the ECCD Coordinator both administrative and programmatic.

A. Tasks: The post-holder will assist the coordinator in the implementation of the ECCD program. This includes:

1. Organize the logistics of the program’s events and activities, mainly workshops and field visits. The logistics include such tasks as travel, accommodation, exhibiting and selling resources, etc
2. Minute the meetings and ensure the follow up on action points.
3. Follow-up on program components (ex: workshop reports, newsletters, capacity building processes, resource production etc...)

4. Conduct field visits to partners if required by the program.
5. Assist in developing annual work plans, and ensure and monitor their implementation.
6. Assist in ensuring that the ECCD section of the website and directory are regularly updated.
7. Ensure the smooth running of the program when in the absence of the Coordinator.
8. Attend meetings and events organized by ARC and the ECCD program if and when is requested to.
9. Demonstrate commitment to ARC's core values especially to the child protection policy.
11. Undertake any other program relevant related tasks as requested by the ECCD Coordinator.

The assistant shall report directly to the ECCD Coordinator. Both of them implement their tasks within the ECCD Team, and the Childhood Team.

B. Minimum requirements:

1. BS or its equivalent in education is a must (preferably in ECCD or child psychology).
2. Research and documentation skills.
3. Punctual and organized.
4. Good interpersonal skills and ability to work in a team.
5. 2 year relevant experience. Knowledge of NGO experience is an asset.
6. At least one written recommendation by previous employer.
7. Experience working with school-age children in an educational setting is a must.
8. Fluent in English and Arabic. French is an asset.
9. Computer literate (Arabic and English).
10. Ability to handle work pressure especially in combining field and office work.
11. Facilitation skills are an asset.
12. Ability to travel.
13. Able to start work immediately.

C. Remuneration:

1. Salary based on qualifications.
2. NSSF benefits.
3. Transportation.
4. Possibility to grow within the organization.

For more application please send your CV and a letter of intent to **ecd@mawared.org** - **recruitment@mawared.org**