

Application Process

If you meet the below-mentioned criteria, please submit a comprehensive application including:

- Your updated CV
- A letter of motivation outlining your relevant experience and your expected salary

Applications should be sent by email to: info.lebanon@fes.de

Please ensure that you are available to attend a written assessment and interview.

Incomplete applications will not be considered.
Only shortlisted candidates will be contacted.

Position: Program Manager

Key Responsibilities

The Program Manager will:

- Conduct in-depth analysis of current political and societal developments, prepare reports, and provide policy recommendations;
- Identify relevant topics for research, training, and public debate, and design corresponding programs and activities;
- Draft, edit, and disseminate articles, presentations, training materials, advocacy content, and publications for both print and digital platforms;
- Establish and maintain dialogue with potential partners, and identify multipliers, trainers, and experts to contribute to program activities;
- Moderate conferences, panel discussions, and debates, and facilitate workshops and training sessions (in-person and online) in English or Arabic, in Lebanon and occasionally abroad;
- Manage the implementation of project activities, including content development, budget monitoring, coordination of project staff, logistical oversight, and evaluation of results and impact;
- Build and maintain working relationships with government entities, public institutions, and relevant stakeholders at national and local levels, and represent the Foundation at key events and meetings.

Required Profile

- Proven experience in advocacy and campaigning; familiarity with innovative learning methodologies and multimedia tools is a strong asset;
- Excellent analytical and problem-solving skills, with strong writing and editorial abilities;
- High level of integrity, strong communication skills, and the ability to work effectively within a team and diverse networks;
- Well-informed and connected within relevant societal movements and professional networks;
- Ability to take informed positions, negotiate effectively, and defend viewpoints;
- Capacity to work under pressure and flexibility to work evenings or weekends when required;
- Willingness to further develop skills in line with organizational needs;
- Willingness and ability to travel extensively within Lebanon and occasionally abroad.

Experienced and motivated candidates with strong social and conceptual skills, creativity, and initiative are encouraged to apply.