

Job Announcement

Program Manager Environmental Justice

Heinrich Böll Foundation, the German Green Foundation is currently offering a position in its Middle East Office (lb.boell.org) in Beirut:

Position: Program Manager at Heinrich Böll Foundation's Middle East office in Beirut

Working Time: full time, 40 hours per week

Starting Date: 01/06/2021

Duties include:

- Assume overall responsibility for the hbs' **Environmental Justice** program component **focusing on ecology and energy politics in the region** including **development, planning and implementing the program** in consultation with the Head of Office.
- Explore, plan and implement project ideas in cooperation with local, regional and international partners
- Review project proposals; prepare budgets and monitor projects, develop capacity building and other support for partners
- Give input and assistance to projects related to the region handled by other hbs offices
- Provide reports and analysis about relevant developments
- Establish and maintain liaison with partner organizations throughout the region, networking
- Undertake specific literature review, policy research and writing assignments in order to contribute to the **production of strategic planning documents**
- Content support for the office website and publications

Candidates should have the following qualifications:

- Academic degree in Environmental Sciences / Environmental Politics or related field
- Excellent grasp of ecology, climate change and energy politics in the region
- Extensive knowledge in program planning, implementation and administration
- Work experience with NGOs from the region
- Demonstrated ability to function independently within a broad framework, conceptualize programs in a creative manner and interact with individuals and non-governmental as well as governmental institutions in a professional way
- English and Arabic proficiency in written and oral communication required, German/French an asset. Good computer skills.
- Ability to travel

Please send a resume of no more than 2 pages and letter of interest **using the subject line PM Ecology 2021** no later than 25 April 2021 to the following Email: gregor.enste@lb.boell.org