



Position: Middle East Regional Representative
Location: Lebanon
Status: Part-time Contract (16 days/month)
Reports to: Associate Director of Programmes
Deadline to Apply: October 31, 2018

Position Overview: The Representative will serve as a Malala Fund representative in the region, working primarily in Lebanon and Turkey. S/he will lead the development of new work and forge partnerships with organizations and individuals in order to advance Malala Fund's programming, advocacy, communications and fundraising.

The Representative will facilitate and grow a network of education advocates that advances opportunities for girls to complete a full course of quality, safe, free education. S/he will identify and realize national opportunities to bring the influence of this network and Malala Fund as an organization to bear on the cause of girls' education. S/he will be well positioned to support Malala Fund's communications work nationally and in the wider region and to identify and foster new fundraising and advocacy partnerships. Must be legally authorized to work in Lebanon.

I. Responsibilities and Tasks

Regional Advocacy

- Serve as a representative and liaison to partners and at relevant events in the region.
- Identify opportunities to further Malala Fund advocacy objectives with grantees and partners in the region.
- Work with Malala Fund advocacy team to support the development and implementation of advocacy strategies in the region.
- Supply evidence from Malala Fund national advocacy to inform Malala Fund's global advocacy for girls' secondary education.

Program Officer

- Identify organizations and individuals in the region with the ability to accelerate positive change for girls' education.
- Assist potential grantees in developing and putting forward funding proposals in line with their organization's mission and that advance Malala Fund goals.
- Support adaptation of programmes to suit conflict and humanitarian settings.
- With Malala Fund programmes team, support administration of grants, including reviewing progress reports and ensuring prompt, accurate reporting.

- Facilitate occasional Malala Fund staff, donor and/or other stakeholder site visits.

Facilitate Gulmakai Network Development

- Work with Gulmakai Champions to facilitate their development of joint goals and activities in support of girls' education.
- Identify opportunities to link Gulmakai Champions work with key government departments where relevant, to support wider systemic change.
- Identify resources or organizations able to offer training and/or technical expertise to Gulmakai Champions on advocacy, communications, media outreach, etc.

Communications and Fundraising

- Provide information on potential partners that might provide support, or influence to Malala Fund as we raise money and our profile in the region.
- Work with the Communications Team and Gulmakai Champions to collect stories and photographs from projects and plan press tours for Gulmakai Champions.
- Help build rapport with local media and appropriate vendors.
- Provide the Communications team with opportunities to promote the Gulmakai Champions and Malala Fund with national and regional media.

II. Required Qualifications

Relevant Work Experience

- Minimum of 3-5 years of related work experience, ideally in issues related to education, advocacy, community development and/or gender.
- Bachelor's degree in a related field.
- Proven track record of partnership development.
- Fluency in written and spoken English (*highlight languages known in application*).
- Prior experience working with marginalized populations.
- Knowledge of issues affecting adolescent girls' and/or conflict affected population education.
- Experience supporting national and local advocates to execute effective advocacy campaigns.
- Experience of working with the media strongly preferred.
- Knowledge of UN system and/or human rights framework for education desired, but not essential.

Desired Knowledge, Skills and Abilities

- Strong inter-personal skills, with the ability to relate and communicate with individuals from a variety of cultural backgrounds across different time zones.
- Strong work ethic, self-directed, and high degree of diplomacy.

- Solid judgement and problem-solving skills with proven attention to detail, accuracy, and quality.
- Excellent communications and organizational skills.
- A proven track record of building and sustaining strong and diverse relationships.
- Legally authorized to work in Lebanon.

III. How to Apply

Please send a cover letter and your resume to [hiring@malalafund.org](mailto: hiring@malalafund.org), indicating “Middle East Representative” in the subject line of your email.

Please note that due to the very high number of applications we receive every time a position is posted, we are unfortunately only able to respond directly to candidates with whom we wish to move forward in the interview process. Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.

IV. Background

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. Through the Gulmakai Network, Malala Fund invests in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

About the Gulmakai Network: In January 2017, Malala Fund launched the Gulmakai Network to expand the work of developing country advocates and educators and speed up progress towards girls’ secondary education around the world.

Barriers keeping girls out of school — like poverty, war and gender discrimination — differ among countries and among communities. Local education “Champions” understand challenges in their communities and are best placed to identify, innovate and advocate for policy and programmatic solutions. But these women and men often lack the funding, support networks and opportunities to collaborate that can increase their impact.

The Gulmakai Network seeks to fill this gap by investing in and connecting girls’ education Champions to each other and to the tools, training and partners to spark social and systemic change. This funding includes efforts to improve the local, provincial, and national

policy environment for girls' education, and advocacy to scale up promising girls' education project models to reach more beneficiaries.

Gulmakai Network is both global and organised around chapters in target countries and regions. Gulmakai Network consists of 23 Gulmakai Champions working in six countries. The Network will continue to grow annually.