



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

## **PROGRAM MANAGER Job Description**

The Arab Fund for Arts and Culture is looking for a Program Manager to join its team. The Program Manager will oversee the planning, implementation, and monitoring of special programs undertaken by AFAC to ensure their successful delivery. The role involves working closely with international donors' agencies, teams, external partners, and stakeholders to achieve program objectives while upholding the organization's mission and values.

AFAC is open to profiles of all nationalities from the Arab region, as long as they are based in Beirut and meet the below-mentioned set of skills and experience.

### **Key Responsibilities:**

#### **Program Planning and Development**

- Design and develop program plans, timelines, and budgets in alignment with organizational priorities.
- Collaborate with teams and external partners to refine program frameworks, ensuring clear objectives and outcomes.
- Identify opportunities for program growth and recommend innovative approaches.

#### **Implementation and Oversight**

- Lead the implementation of assigned programs, ensuring compliance with objectives, budgets, and timelines.
- Coordinate with relevant stakeholders to address challenges and ensure effective delivery of activities.
- Ensure programs adhere to organizational standards, policies, and funder requirements.

#### **Monitoring, Evaluation, and Reporting**

- Develop and oversee the implementation of monitoring and evaluation frameworks.
- Track program progress against indicators and prepare regular reports for management and donors.
- Document lessons learned and propose improvements for future programming.



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

### **Stakeholder Engagement**

- Build and maintain strong relationships with funders, partners, and other key stakeholders.
- Represent the organization in meetings, workshops, and conferences, which will require travel.
- Ensure effective communication and coordination between all program actors.

### **Knowledge Skills and Experience**

- A degree in a relevant field (e.g., international development, social sciences, project management, etc).
- At least 5 years of experience in program management, preferably in the cultural sector.
- Solid experience in project planning, implementation, and monitoring.
- Excellent interpersonal and communication skills.
- Proven ability to manage budgets and meet deadlines.
- Strong analytical and problem-solving abilities.
- Familiarity with the cultural sector and stakeholders in the Arab region
- Knowledge of donor requirements and reporting processes.
- Proficiency in M&E tools.
- Fluency in Arabic, English and French.
- Experience working with international institutions, such as EuropeAid, is preferred.

Interested candidates are requested to provide:

1. Curriculum Vitae

2. Letter of Intent

3. Two Recommendation Letters (attesting to their skills and qualifications) from people they have worked with

Applications must be sent to [jobs@arabculturefund.org](mailto:jobs@arabculturefund.org) with the email subject line "Program Manager Position". The search will continue until the position is filled but priority will be given to candidates applying by January 15, 2025.