

Playkit Project Manager, Lebanon

- 4 days per week, in Ashrafieh, Beirut
- \$1500 - \$2000 per month
- Starting 15th February 2023 (or sooner depending on candidate's availability)
- 1 year contract with possibility of permanent employment depending on performance (3 month probation period)

Seenaryo is seeking a proactive individual, with experience in project management and education, to be part of an ambitious and fast-growing organisation. This role will be based in our office in Ashrafieh, Beirut, with visits to projects across Lebanon and regular contact via Zoom with our teams in the UK and Jordan. This role will be responsible for all coordination duties to support the work of Seenaryo's educational projects in Lebanon. The Playkit Project Manager will report to the Senior Education Manager in Jordan and will work closely with the whole Lebanon team, as well as all individuals involved in the Playkit project including Senior Education Manager in Jordan, the Directors, the app developers, the Product Manager (upcoming) and Playkit trainers

As a core member of a small team, the versatile position includes the following responsibilities:

- Managing and implementing all aspects of the Playkit project in Lebanon, including: education research, schools coordination, ongoing app improvements, and delivery of in-person training
- Managing partner relationships: identifying and onboarding new schools and NGOs to use the Playkit via calls, emails and meetings
- Managing and mentoring Seenaryo's freelance teacher trainers
- Coordinating all training logistics with partner NGOs/schools and following up with teachers to ensure successful implementation
- Overseeing and adapting MEAL tools as needed, as well as collecting and analysing data for monitoring & evaluation
- Designing and managing the Teacher Communities initiative in Lebanon (creating communities of early years teachers committed to play-based learning, through online and live platforms)
- Troubleshooting and identifying improvements for the Seenaryo Playkit mobile phone app; uploading content where needed; contributing to creation of video, music and written content for the app
- Contributing to the Playkit's content, including activities within the app, training plans and guides
- Contributing to grant management, including writing narrative reports for donors and liaising with the Programme & Grants Manager and Finance Manager to ensure project deliverables are met and reported in a timely manner
- Maintaining and updating Playkit-related systems where needed, including the Playkit schools and freelancer databases
- Small bits of English to Arabic translation (e.g. an email; long translation is done by freelancers).
- Supporting other programming occasionally (e.g. helping out on a theatre performance day)

- Other organisational administration (e.g. bookkeeping, communications support)

Essential Qualifications and Experience:

- Bachelor's Degree or Technical degree in education, management, business, a related field
- Minimum of four years' experience in the education sector (especially arts education, play-based education or early years education) and/or the non-profit sector
- Minimum of two years' experience in a project management role
- Research skills
- Excellent computer literacy, including Microsoft Office & Google Suite skills, Quickbooks and Zoom
- Fluent written and spoken Arabic and English
- Flexibility, adaptability, initiative and ability to take responsibility
- Well organised and have ability to multitask while maintaining attention to detail
- Strong interpersonal skills and a proven ability to work within a small, multi-disciplinary team
- Driver's licence (preferred)

How to apply

To apply, please fill out [this application form](#) by Tuesday, 15th of January 2023, and we will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Seenaryo is a leading specialist in theatre and play-based learning with marginalised communities in Lebanon and Jordan. We use theatre and play to transform education and support people to learn, lead, heal and thrive in their classrooms and communities. Having reached over 86,000 children, youth, women and teachers since 2015, Seenaryo was one of Expo 2020 Dubai's 120 Global Innovators, has lectured for New York University on their Teacher Fellowship, and has been featured in Al Jazeera and Prospect Magazine.

In 2021, Seenaryo created 59 original theatre productions. We also trained 800 teachers to transform learning through play using the Seenaryo Playkit mobile phone app, reaching 13,705 schoolchildren.

About the Seenaryo Playkit

The Seenaryo Playkit is an app that transforms early childhood teaching and learning through play. Designed for teachers of 3 - 8 year olds in the least-resourced schools in Lebanon and Jordan, it is a huge bank of songs, games, interactive stories and classroom management techniques, all easily searchable by topic, age group or activity type and applicable to any early years curriculum. The app features how-to videos, music tracks and printable flashcards - all in Arabic, English and French. The Playkit app is usually accompanied by a 3-day teacher training. It aims to build children's core life skills - cognitive & language, social & emotional, and physical - with the ultimate aim of increasing the child's chances of success in school and in later life.

For more information about the Seenaryo Playkit, please visit www.seenaryoplaykit.org or download the app by searching for Seenaryo Playkit on the Apple Store or Google Play.