DRC Lebanon is looking for an experienced Cash and Livelihoods Coordinator with the following qualifications and whose responsibilities are outlined below. The position reports to the Head of Program.

Who are we?
The Danish Refugee Council has worked in Lebanon since September 2004, and the programs have followed the country’s needs and progress. The main focus of today’s efforts in Lebanon is to help the hundreds of thousands of Syrian refugees, who have fled across the border to find protection from the conflict in their homeland. DRC is simultaneously maintaining the efforts toward the vulnerable groups of Palestinian refugees in Lebanon, as well as supporting vulnerable communities of Lebanese who are hosting refugees.

For further information about DRC, please refer to our website: www.drc.ngo

Duties and Responsibilities

External representation and coordination

• Represent DRC at national working groups on cash and livelihoods, and other fora as required;
• Support in strengthening the liaison with key stakeholders in the livelihood sector;
• Support in harmonization of approaches in cash and livelihoods programming across field sites;

Technical support

• Provide technical guidance and support to program staff on cash and livelihoods activities;
• Lead development and updates of strategies on cash and livelihoods, approaches and SOPs;
• Ensure risk assessments and mitigation measures related to cash programming are completed;
• Provide technical oversight of program activities;
• Support start up of new cash and livelihoods program;
• Support recruitment of cash and livelihoods staff as required;

Program development, management and reporting

• Lead on the development of livelihoods proposals and provide technical inputs as required;
• Support field teams to implement good quality programming;
• Coordination of multi-location cash/livelihoods projects;
• Provide technical inputs and quality assurance of interim and final project reports and provide briefings for donors and stakeholders as needed;
• Support identification and development of strategic partnerships on livelihoods;
• Capacity Building

• Capacity assessments of staff in areas of cash and livelihoods;

• Provide training and mentoring as required;
• Line manage any seconded livelihoods staff from partners.

About you

Essential

• University degree with advanced training/courses in geography, economics, development studies or other related field;
• 3 years’ experience in delivering cash and livelihoods programming;
• Solid substantive knowledge of livelihoods approaches in urban and semi-urban contexts;
• Strong knowledge of cash transfer programming and modalities;
• Experience working with displaced populations;
• Analytical thinking and supervisory skills;
• Excellent organizational skills, ability to determine priorities and attention to detail;
• Excellent interpersonal and coordination skills, working with different groups, partners and nationalities;
• Confident representation skills;
• Strong initiative and self-motivated, with a strong commitment to teamwork and humanitarian principles.
• Knowledge and experience of project cycle management;
• Ability to communicate effectively at different levels and across cultures;
• Knowledge of humanitarian coordination mechanisms;
• High-level of knowledge and practice with Word, Excel, Outlook, etc. required.
• Excellent level of written and spoken proficiency in English Language.
• Commitment to the values, vision and mission of DRC;

Desirable

• Experience working with the region, particularly in urban contexts;
• Experience in working in Lebanon;
• Proficiency in Arabic.

We offer

An interesting job in one of the best NGOs in the world. DRC will offer the successful applicant a 1 year contract, with potential extension based on performance and funding. You must be
available to start work from May 2016 and be willing and able to work in Beirut with regular travel to field locations. This position is open to both expats and national staff. Qualified national staff are strongly encouraged to apply. Salary and conditions will be in accordance with Danish Refugee Council’s Terms of Employment for Expatriates and Nationals; please refer to www.drc.dk under Vacancies. This position will be placed at level A13 for expats and E+ for national staff.

Commitments

DRC has a Humanitarian Accountability Framework, outlining its global accountability commitments. All staff are required to contribute to the achievement of this framework (http://www.drc.dk/HAF-4265.0.html).

Application process

Interested? Then apply for this position by clicking on the following Hyperlink: https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&departmentId=19002&projectId=146442&uicultr=eng&MediaId=5

All applicants should send a cover letter and an updated CV no longer than four pages, both in the same language as the vacancy note. Your CV should also include contact details of three professional referees.

Applications close April 8th 2016. The interviews are expected to take place in the following two weeks. This position is advertised subject to securing funding.

- Experience required: 3 to 5 years
- Education degree: Bachelor Degree