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**JOB VACANCY FORM**

- [x] Full-time
- [ ] Part-time
- [ ] Summer-Job
- [ ] Internship

**Job Title:** Assessment, Monitoring & Evaluation (AME) Field Officer

**Application Deadline:** 25th of May 2014

**Reference Number:** 140514-9

**Company Description**

**TYPE:** [x] Local
- [ ] Regional
- [ ] Multinational

**INDUSTRIAL SECTOR:** INGO – Emergency

**BRIEF FIRM PROFILE/DESCRIPTION:** We are a non-profit, non-political and non-religious humanitarian NGO. Our objective is to bring about a global response to the basic needs of populations suffering from acute humanitarian crisis and to allow them to recover their autonomy and dignity.

**Job Description**

**BRIEF JOB DESCRIPTION:**

The AME Field Officer position’s major objectives are to properly achieve the following global tasks:

- Implementation of activities of the Assessment, Monitoring & Evaluation plan per project in collaboration with the implementation teams;
- Providing accurate and qualitative data collected on the field;

**Responsibilities and tasks**

- **AME:** He/She will implement all AME field-related activities.
- **Logistics and Administration:** He/She will express and anticipate logistic and administrative needs related to AME activities he or she is implementing
Safety and Security: He/She will follow safety and security rules on-base and will transmit all safety and security information to the Quality Program Coordinator.

Specific objectives and linked activities

1. Implementing the Assessment, Monitoring & Evaluation plan per project
   - From lessons learned and experience on the field, participation in defining methodologies for major baseline and needs assessment studies;
   - Ensuring quality and accuracy of data collected on the field and the serious follow up of available guidelines;
   - In coordination with the AME Manager and the Quality Programme Coordinator, ensuring a good communication with operational teams on preparation of AME activities, implementation and results of AME.

2. Internal and external reporting
   - To provide internal reporting on activities according to our internal tools according to guidance given by the AME Manager;
   - To prepare internal/external assessments, monitoring and evaluation reports according to guidance given by the AME Manager.
   - To report immediately on achievements or difficulties faced on the field
   - To report on the progress of AME activities on a daily and weekly basis.

3. Capitalization/Institutional Knowledge Building
   - To participate in training sessions and workshops as needed;
   - Communicate and report on its analysis of the situation and challenges encountered, including possible referrals to be done internally and externally.

4. Communication & Follow up
   - To participate in the field work and respond to beneficiaries’ queries with good knowledge of relevant information;
   - To respond to donor requests for special cases which need individual attention and follow their progress.

JOB LOCATION(S):
City: Beirut  Country: Lebanon

DEGREE:
X Bachelor  □ Master  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Public Health, Psychology, Sociology, Middle Eastern Studies, PA, PSPA, Political Science, Philosophy, Business, Education

WORK EXPERIENCE: 1 or more years of work experience, not necessarily in the AME Field

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: General computer skills (Microsoft Word, Excel)
Other Skills:

SALARY
Basic Salary Range: Starting $1100 (in addition to $130 for transportation)
Other benefits include:
- Accommodation
- X Health Insurance
- □ Return Ticket
- □ Bonus
- Laptop
- □ Mobile Phone
- □ Children’s Education
- X Transportation
- □ Lebanese NSSF
- □ None

WORKING DAYS: MONDAY TO FRIDAY

WORKING HOURS: 8AM TO 4PM

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 140514-9

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.