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### JOB VACANCY FORM

<table>
<thead>
<tr>
<th>X Full-time</th>
<th>□ Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
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</thead>
</table>

**Job Title:** Disaster Manager – Cash Transfer Focal Point

**Reference Number:** 150514-9

### Company Description

**TYPE:**  X Local  □ Regional  □ Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:**

Our goal is to disseminate peace, serve the society, and alleviate human suffering with neutrality and without any racial, sexual, social, religious or political distinction.

We carry out the following in accordance of its mission statement:

- We act as an auxiliary to the medical services of the Lebanese Army during armed conflicts, in all fields mentioned in the Geneva Conventions, and provide help for all the victims of war whether military or civilians. We are also involved in making necessary emergency preparations and acts as an auxiliary to the public health services in all the fields mentioned in the Geneva conventions during peace.
- Participates in efforts aiming at improving health, preventing disease and alleviating the suffering of all people through rehabilitation and solidarity programs that meet the needs on both national and local (community) levels.
- Organizes urgent (emergency) relief services for the victims of all kinds of disasters.
- Recruit, volunteer, and train them to accomplish different tasks appointed to the Lebanese Red Cross.
- Encourages the participation of children and youth in the Lebanese Red Cross activities.
- Disseminates the Fundamental Principals of the International Red Cross and Red Crescent Movement and the International Humanitarian Law in order to
spread the spirit of peace, understanding and respect among the people, especially the youth and children.

## Job Description

**BRIEF JOB DESCRIPTION:**

**Purpose of Employment**

We support the development and implementation of cash transfer-based assistance programmes in Lebanon. The CTFP will assist in developing implementation plans, and establishing vulnerability targeting systems, beneficiary management procedures and agreements with chosen transfer agencies. The CTFP will support the development of a robust monitoring system and facilitate trainings for LRCS staff and volunteers. The CTFP will carry out administrative tasks, and ensure cash transfer based assistance programme reporting is completed as required.

**Specific Tasks**

In line with the development of a Disaster Management (DM) strategy by the LRCS and the provision of a Household Economic Security specialist with experience in cash transfer programming by the British Red Cross Society (BRCS), the LRCS CTFP point will:

- Assess and identify household economic security needs in areas of interest to the LRCS using Red Cross Movement tools and methods;
- With the support of the BRCS delegate, develop specific tools, methods and approaches to support the design and implementation of a response to identified needs involving modalities associated with cash transfer programming;
- Raising awareness of cash-based programming options among LRCS multidisciplinary staff at HQ and with staff and volunteers at branch level, in line with the LRCS DM strategy;
- Manage a beneficiary registration system for delivery and monitoring of cash transfers to identified target groups;
- Contribute to scaling up the CT response in line with LRCS capacity and assessed needs;
- Document/update on progress in monthly reports, and during meetings
- Ensure coherence among cash transfer programmes being supported by other Movement actors
- Keep up to date with cash transfer programming in country by other actors and coordinate as necessary, including networking with and attending meetings organized by humanitarian actors working on cash in Lebanon;
- Provide progress reports to the LRSC Steering Committee on a regular basis
- Document learning for the LRCS and disseminate in order to build in-house capacity for cash-based programming.

**Reporting lines**

The CTFP reports to the DM Coordinator
The CTFP will be tasked by the HES specialist/Delegate
Required skills and work experience

- Ability to speak and write will in both English and Arabic
- Previous humanitarian experience with INGOs, UN or Red Cross preferred
- An understanding of the project management cycle including developing implementation plans and monitoring systems and ensuring project activities are implemented to a high standard in a timely and professional manner
- Good level of computer skills including an understanding of data and database management
- Experience of monitoring program of planned programmes and reporting on programme activities in a timely and professional manner, and to donor requirements
- Excellent communications skills including the ability to represent LRCS externally with different stakeholders; cultural sensitivities and awareness
- Capacity to deliver trainings to a target audience
- An understanding of basic finance and logistics
- Ability to provide translation and interpretation services as requested
- Knowledge of the International Red Cross and Red Crescent Movement is preferred
- Willingness and aptitude for humanitarian field work, and availability to travel at short notice to branches and governorates across Lebanon, including overnight stays when required.

Personal Qualities

- Good time management skills
- Strong interpersonal skills and works well in a team
- Solutions focused
- Integrity and honesty in dealing with confidential information
- Able to work independently and execute tasks in a reliable and competent manner
- Strong ability to communicate with beneficiaries, stakeholders and colleagues at different levels
- Must be able to execute tasks in a reliable and sincere manner
- Driving license is an advantage
- Previous exposure to international humanitarian standards including the Red Cross Code of Conduct and the importance of accountability to beneficiaries is an advantage.

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

DEGREE:
- Bachelor Master is a plus    □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary    □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administartion, Public Administartion, Public Health

WORK EXPERIENCE: Previous humanitarian experience

Languages Skills: X English    X Arabic    □ French    Other:
**SALARY**

Basic Salary Range:

Other benefits include:

- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- none

**How to Apply**

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 150514-9

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**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**

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: [http://www.aub.edu.lb/sao/cps/Pages/index.aspx](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)

The job vacancies are for AUB students and alumni ONLY.