If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

## JOB VACANCY FORM

| Full-time | Part-time | Summer-Job | Internship |

- **Job Title:** Cash transfer focal point
- **Reference Number:** 160514-12
- **Application Deadline:**

## Company Description

**FIRM/INSTITUTION NAME:** LRC

**TYPE:** Local Regional Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:**

**FIRM WEBSITE:**

## Job Description

**BRIEF JOB DESCRIPTION:**

The Lebanese Red Cross Society (LRCS) Cash Transfer Focal Point (hereinafter CTFP) supports 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.
- Raise 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 assessment needs.
- Document/update on progress in monthly reports, and during meetings.
- Ensure coherence among cash transfer programmes being supported by other Movement actors 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.

JOB LOCATION(S):
City: Country: Lebanon

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

MAJOR/ EMPHASIS:

WORK EXPERIENCE: Previous humanitarian experience with INGO, UN or Red Cross preferred.

Experience in monitoring progress of planned programmes and reporting on programme activities in a timely and professional manner, and to donor requirements.

SKILLS:
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.

Languages Skills:  □ English  □ Arabic  □ French  Other:

Computer Skills: understanding of data and database management

Other Skills:
Excellent communication skills including the ability to represent LRCS externally with different stakeholders; cultural sensitivity 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.
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.

SALARY
Basic Salary Range:
Other benefits include:
- Accommodation
- Health Insurance
- Return Ticket
- Bonus
- Laptop
- Mobile Phone
- Children’s Education
- Transportation
- Lebanese NSSF
- None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 160514-12

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

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
The job vacancies are for AUB students and alumni ONLY.