JOB VACANCY FORM

X Full-time  □ Part-time  □ Summer-Job  □ Internship

Job Title:  Community Capacity Building Officer

Reference Number: 051113-26

Company Description

TYPE:  □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR:  Education

Job Description

BRIEF JOB DESCRIPTION:

The Community Capacity Building Project will be providing camp management in informal tented settlements in the Bekaa valley where there are currently over 200 informal settlements for refugees from Syria. The project will focus on camp management activities in several of these settlements, mainly through identification of refugee representatives and regular meetings between the company staff, the refugees and the local authorities.

The Community Capacity Building Officer (CCBO) will lead and supervise the team of Community Capacity Building Assistants (CCBAs) in establishing collaboration with Syrian refugees in informal settings; gathering and providing necessary information for regular reporting; for identification of gaps and duplication in services; for improved assistance to vulnerable beneficiaries; and for improved coordination.

Key Responsibilities

- Together with the CCB team, identify refugee representatives from all the demographics in the settlements;
• Support the team in defining the methods of community participation that ensure the greatest possible participation of vulnerable groups (AGDM approach);
• Schedule regular meetings with the refugee representatives for identification of gaps, duplications, protection concerns and capacity building of the representatives;
• Together with the CCB team, meet regularly with the informal settlements stakeholders including the refugee representatives, local authorities and other service providers;
• Implement with the team information and sensitisation activities in the settlements;
• Supervise the CCBAs through developing weekly work plans and indicators together for monitoring of targets, and through supporting and guiding them in their daily work;
• Provide the CCB Field Coordinator (CCB FC) with regular reports from the informal settlements, to be shared with the wider humanitarian community;
• Report to the CCB FC immediately any protection breeches or gaps in the settlements;
• Collaborate with company’s ICLA and other service providers to ensure that all partners and beneficiaries are aware of the existing referral system and any complaints mechanisms;
• Collaborate closely with the other company projects who implements in the Bekaa;
• Ensure an understanding of protection issues and the principle of confidentiality among the team members;
• Report to the CCB FC on who does what where (WWW) in the settlements for continual update of the overview;
• Participate in assessments on protection issues and other data needed when required;
• Any other relevant duties as requested by the Project Manager.

The employee is required to respect the principle of strict confidentiality and the company’s Code of Conduct.

The tasks and responsibilities might change during the contract period due to operational needs.

Supervisees:
The CCBO supervise the work of the Community Capacity Building Assistants (CCBAs).

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

DEGREE:
Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma
MAJOR/ EMPHASIS: Ordinary National Diploma in Social Work or other relevant field.

WORK EXPERIENCE:
Minimum 3 years of relevant work experience in working with community based projects
Minimum 3 years of experience in working in similar positions, including managing staff
Experience of working in the geographical area

SKILLS:
Languages Skills:  X English  X Arabic  □ French  Other:

Computer Skills:

Other Skills:
• Good communication and interpersonal skills
• Strong organisational and team working skills
• Good cultural awareness and sensitivity
• Highly approachable, trustworthy and understanding of the principles of confidentiality
• Very good English language level
• Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
• Good knowledge of protection issues and programming
• Good information analysis skills
• Good coordination and multitasking skills
• Flexibility, both regarding job tasks and geographical area of work

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: 051113-26
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**

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The job vacancies are for AUB students and alumni ONLY.