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**JOB VACANCY FORM**

**X Full-time** ☐ Part-time ☐ Summer-Job ☐ Internship

**Job Title:** Community Capacity Building Assistant

**Reference Number:** 051113-27

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**Company Description**

**TYPE:** ☐ Local ☐ Regional ☒ Multinational

**INDUSTRIAL SECTOR:** Education

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**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 Assistant (CCBA) will support the Community Capacity Building team 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**

- Assist the team in identification of and establishing contact with refugee representatives and committees;
- Assist the team in the implementation of information and sensitisation activities;
- Meet regularly with the refugee representatives and assist them in organising meetings; facilitating minutes writing; sensitisation campaigns; information sharing; trainings etc.;
• Work together with the refugee representatives to sensitise the informal settlement residents on the different services provided by different agencies working in the settlements and the local authorities and how to approach them;
• Work closely with other company’s projects staff implementing activities in the informal settlements;
• Provide updates with verified information on humanitarian gaps and duplications in the informal settlements;
• Support the team in defining the methods of community participation that ensure the greatest possible participation of vulnerable groups (AGDM approach);
• Any other relevant duties as requested by the Project Manager.

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

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

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

**DEGREE:**
X 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
• Good English language level
• Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
• Knowledge of protection issues and programming
• Good information analysis 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: 051113-27

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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

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The job vacancies are for AUB students and alumni ONLY.