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**

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

**Job Title:** Community Capacity Building Field Coordinator

**Application Deadline:**

**Reference Number:** 051113-28

**Company Description**

**NAME OF FIRM/INSTITUTION:**

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

**INDUSTRIAL SECTOR:** non-profit

**Job Description**

**BRIEF JOB DESCRIPTION:**

The CCB FC will, in close coordination with the EC PM:

**Information gathering and reporting responsibilities**

- Ensure regular reporting from the CCB team on protection issues and humanitarian gaps for consolidation of data;
- Provide the EC PM with regular reports on project implementation, status and any identified issues;
- Prepare external reports to the EC PM on project activities and humanitarian gaps identified for sharing with the wider humanitarian community;
- Prepare final and intermediate reports on CCB activities to the EC PM for sharing with donors;
- Undertake regular field visits to the settlements to support the CCB team and guide them in the project implementation and meet with the refugee representatives;

**Coordination responsibilities**

- Assist the team in ensuring a participatory approach to identifying and capacity building refugee representatives in the informal settlements (AGDM approach);
- Assist the team in building a good working relationship with local authorities and other service providers in the settlements;
- Represent NRC CCB at relevant meetings in the field and in Beirut at request from the EC PM;
- Actively promote the rights of refugees from Syria;
- Create and maintain a database of the informal settlements NRC CCB works in;

**Management responsibilities**

- Develop procedures for the implementation of the CCB project in accordance with NRC principles and guidelines;
- Provide guidance and follow-up to the CCB staff in their project implementation;
- Ensure that all project activities are in line with the project activity plan, the principles of confidentiality and protection and discussed with the EC PM;
- Ensure that all project activities are in accordance with budget lines;
- Ensure a constructive cooperation with NRC’s other projects in Lebanon, in particular the project activities in the Bekaa;
- Participate and contribute in the identification of new areas of intervention;
- Participate in conducting relevant assessments when requested by the EC PM;
- Participate in the drafting of new proposals and project reports;
- Together with the EC PM and HR department recruit any new staff based on needs;
- Keep an updated hard copy and soft copy filing system for all project documents;
- Any other task relevant to the position as requested by the EC PM or Country Director.

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

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

**MAJOR/ EMPHASIS:** Management

- **WORK EXPERIENCE:** Minimum 5 years of proven field experience, preferably from refugee/IDP programmes in complex emergencies and with experience from working in a difficult security environment;

**SKILLS:**

Languages Skills:  English  Arabic  □ French  Other:

Computer Skills:

**Other Skills:**
- Practical experience with planning and execution of humanitarian projects;
- Experience in capacity building and community based programming;
- Experience in staff management;
- Experience of management of projects to deadlines;
- Experience in logistics/admin/finance management;
- Experience of coordination and advocacy work;
• Experience of working in the geographical area.
• Good communication and interpersonal skills;
• Strong organisational and team working skills;
• Good cultural awareness and sensitivity;
• Highly approachable, trustworthy and aware 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;
• Significant understanding of complex emergencies and crisis contexts;
• Demonstrated management and leadership skills;
• Financial skills including budgeting;
• Very good computer skills;
• Proven skills in report/proposal writing.
• Goal oriented;
• Ability to work under pressure, independently and with limited supervision;
• Ability and willingness to work and live under difficult circumstances;
• Flexible, creative and co-operative;
• Security, political and cultural awareness;
• Sense of humour

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: 051113-28

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
The job vacancies are for AUB students and alumni ONLY.