Job Vacancy Form

**Job Title:** Senior Information Field Officer (ICLA)

**Application Deadline:** 12 months (with possible extension)

**Reference Number:** 041013-10

**Company Description**

**NAME OF FIRM/INSTITUTION:** NRC

**TYPE:** □ Local  □ Regional  x Multinational

**INDUSTRIAL SECTOR:** Education

**BRIEF FIRM PROFILE/DESCRIPTION: BACKGROUND**

NRC has established a number of community centres, mainly for Syrian refugees and host communities, throughout Lebanon, including in the north (in Al Minieh and Wadi Khaled). These community centre projects reach out to Syrian families in and around those areas in the north, seeks to provide information and counselling services relating to access to services; documentation and other related matters. NRC also aims to strengthen the understanding of any protection and legal issues faced by those displaced and, in coordination with other actors, identify ways to address these issues.

**THE SENIOR INFORMATION FIELD OFFICER (IFO) IS EXPECTED TO REPRESENT LEBANON IN A RESPECTFUL AND PROFESSIONAL MANNER AND ALWAYS ACT IN ACCORDANCE WITH THE CODE OF CONDUCT.**

**Job Description**

**BRIEF JOB DESCRIPTION:** Job Purpose
The IFO will work with the Information and Counselling Assistance team to conduct outreach and regular assessments to obtain information about the situation in the North and assist to understand the protection and legal situation for all communities affected.

**Duties and Responsibilities** (all in coordination with the team in the North and Beirut)

- Participate (with a lead in the field) in preparing and conducting regular assessments (including focus group discussions, interviews, questionnaires, etc.).
- Participate (with a lead in the field) in identifying purpose and goals of assessments.
- Participate (with a lead in the field) in developing assessment and analysis system and tools (including guidelines on how to use them) to use data to understand specific context faced by refugees and host communities.
- Work with the teams in the field on identifying trends and protection issues to be noticed during outreach work, and to develop a mechanism to share this information effectively with the other staff and within the team
- Provide training to team on using assessment and analysis tools.
- Organise assessment work in the field, in coordination with in Beirut and Beirut team.
- Collect information and data from assessments and prepare written reports and maps, including input for weekly and monthly protection and legal updates about the situation.
- Plan assessment work on weekly and monthly basis and coordinate with Field Coordinator and Beirut team.
- Develop lessons learned report after each assessment and on an ongoing basis for assessment work.
- Assist with preparation of outreach work and materials in the field.
- Assist in conducting and preparing mapping of relevant services being provided and updating it on a weekly basis.
- Contribute to preparation of relevant documents (including brochures, information notes, information board updates) for target communities.
- As needed and requested by I Field Coordinator, assist team with provision of services in the field (including information and counselling sessions, referrals, meetings, etc.).
- Understand and be able to explain to others work of Shelter, Education and activities.
- Coordinate with other staff at field level and work closely with Field Coordinator, Information Field Officers and other Community Centre staff.
- Receive technical input from Lebanon team and work closely with Beirut team on protection and legal assessments.
- Work cooperatively with the beneficiaries and other relevant stakeholders to strengthen the project.
- Assist with monitoring and following-up on the quality of services provided at the Centre and as outreach.
- Assist in maintaining archiving system up to date (both in hardcopies and electronically).
- Report weekly & monthly (or more often, if required) on activities and results to the relevant staff.
- Carry out administrative tasks as agreed upon.
- Perform any other task as assigned by management.

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

**DEGREE:**

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

**MAJOR/ EMPHASIS:**
- **WORK EXPERIENCE:** Experience in protection work.
- At least 3 years of experience in similar positions.
- Proven experience in providing information and counselling services.
- Proven experience in conducting assessments, including focus group discussions and interviews.
- Proven experience in collecting information and writing reports.
- Proven experience in community sensitisation/mobilisation.

**SKILLS:**

Languages Skills: English Arabic French Other:


- Ability to work under pressure
- Team spirit
- Flexibility
- Strong communication (fluency in Arabic and English necessary) and organisational skills

**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: 041013-10

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/CPSunsscribne 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.