



**JOB TITLE:** Project Officer

**DIVISION / DEPARTMENT / LOCATION:** Inter/ MEEECIS/ Lebanon

**SALARY:** 1300 US\$ gross per month

**JOB FAMILY:** Programme

**LEVEL:** National D2

**OXFAM PURPOSE:** To work with others to find lasting solutions to poverty and suffering

**JOB PURPOSE:** To work closely with the Programme Officer on the implementation of the project and management of partners and sub-contractors in Lebanon, Jordan, Iraq and oPt under the project funded by the European Union "Promoting working with men and boys to end Violence Against Women in the Middle East".

**REPORTING LINES:**

**Post holder reports to:** Programme Officer

**Coordination:** Closely with Programme Officer, partners and sub-contractors as well with relevant stakeholders.

**BUDGET RESPONSIBILITY:** None

**DIMENSIONS:**

- Wide range of engagement with partners and sub-contractors in Lebanon and in the region
- Organisation and coordination with a wide range stakeholders including Oxfam programme officers, partners, sub-contractors, to implement project activities in Lebanon and in the region
- Contribute to the programme quality
- Contribute to the visibility of the programme in Lebanon and the region

**KEY RESPONSIBILITIES:**

**Partnership support**

- Contribute to the programme implementation in line with the agreed action plan with partners, and ensure timely responses to partners, queries
- Facilitate the implementation of Oxfam implemented activities through the coordination partners and sub-contractors from Lebanon and the region
- Lead on the development of various TORs and recruitment of consultants ensure the qualifications match the scope of the work/assignment
- Prepare reports on Oxfam implemented activities and enhance learning
- Contribute to specific tasks as designated by the Programme Officer such as monitoring the effectiveness of the men's forum and the white ribbon campaign
- Facilitate learning and linkages among partners

- Assist in the preparation of partners' contracts, and amendments when deemed necessary
- Contribute to the periodic monitoring of the programme as well as the learning reviews and ensure proper documentation
- Conduct as needed emergency trips to partners
- Capture learning and document the work of successful stories, to ensure that the programme inputs are producing positive results in the lives of women
- Participate in the meetings with the stakeholders, including engagement with the Steering committees established in the regions to support the programme
- Conduct administrative and coordination activities to support the organization of national and regional events, including training, workshops and conferences
- Prepare payment requests, floats as needed.
- Uploading all relevant documents in OPAL
- Some budget reviews are required
- Provide efficient, effective administrative support e.g. filing, typing and logistic to the Programme Officer
- Lead on specific training for partners such as social media
- Assist on other tasks as requested by the Programme Officer and as deemed necessary for programme development

### **SKILLS AND COMPETENCE:**

#### **Essential:**

- University degree in social science or related discipline, including gender and development
- At least 2 years of experiences in project administration and management with national and INGOs
- Preferable experience in working in EU funded projects
- Experience in monitoring and evaluation
- Experience in event management and coordination
- Highly skilled in report writing
- Excellent oral and written communication and writing skills in English and Arabic
- Knowledge of gender and gender equality and relevance to poverty and vulnerability is an advantage
- Knowledge and skills in computer usage including word, excel, power point, lotus notes and social media
- Demonstrated capacity of social and communication skills and ability to work with others and as part of the team
- Willingness and fitness to travel for sustained periods of time
- Skills in organisation and time management
- Ability to work under stress and in a team

#### **OTHER:**

Committed to Oxfam principles and willing to learn and grow in the organization.

The position is offered on a **full time basis starting immediately for a fixed term contract over a period of 1 year (renewable).**

Interested candidates should send a CV, motivation letter and three references specifying "Project Officer" in the subject line by June 10, 2012 to the below email address: [rabisaad@oxfam.org.uk](mailto:rabisaad@oxfam.org.uk)

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