



## **Job Description**

**Job Title:** Civil Society Organizations' (CSOs') Parliament Liaison Officer

**Type of Position:** Part-Time Consultancy

**Nature of Position:** Diplomatic Relations

**Organization/ Implementing Agency:** IndyACT in partnership with The United Nations Democracy Fund - UNDEF

**Address:** Rmyal, Nahr Street, JaaraBldg, 4<sup>th</sup> flr, Beirut - Lebanon

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**Web Site:** [www.IndyACT.org](http://www.IndyACT.org)

**Country:** Lebanon

### **Job Statement**

IndyACT is a global league of independent environmental, cultural and social activists. We believe that one of the most important roles for civil society is to engage the work of the legislative bodies. This role is crucial to ensure that national legislation reflects the demands and opinion of civil society.

In the hope of improving how civil society organizations (CSOs) influence the Lebanese legislative sector and achieve democratic social reform, IndyACT is currently implementing a project titled **Creating a Civil Society-Parliament Liaison Unit in Lebanon**. The project aims to increase the influence of CSOs on the legislative process of Lebanon in order to catalyze democratic reform by establishing a CSO liaison unit for the Lebanese Parliament. This unit will coordinate the work between members of parliament (MPs) and the CSOs working on changing national policies and legislation in order to help CSOs in Lebanon with their legislative demands from their parliament.

IndyACT is currently seeking a **Civil Society Organizations Parliament Liaison Officer** that will facilitate and coordinate the relationship/communication between advocacy CSOs and Lebanese MPs, conduct all managerial and administrative work of the CSO liaison unit, develop strategies and implement campaigns for this project.

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The first task for the **Civil Society Organizations Parliament Liaison Officer** will be to coordinate with IndyACT's Program Director, the Project Manager assigned for the CSO Unit, as well as the CSO Unit's Advisory Council. He/she will establish the CSO Unit. Therefore, it is strongly preferable that candidates have experience and knowledge in diplomatic and political relations as well as organizational and managerial skill. Nevertheless, the main tasks of the position are, but not limited to:

- Facilitating the relationship/communication between advocacy CSOs and Lebanese MPs.
- Organizing meetings between CSOs and MPs in the course of the project in order to push their legislative demands.
- Assisting in developing training programs and training CSOs on how to build diplomatic relations with MPs
- Building the culture of consultation and cooperation between CSOs and MPs
- Assisting in setting a structure and the development of a new CSO Unit's office in the Parliament
- Representing the CSO Unit in front of all organizations' stakeholders in Lebanon
- Directing and coordinating all approved programs, projects, and activities for the CSO Unit in Lebanon
- Promoting interest and active participation in the CSO Unit's activities to team members and supporters
- Maintaining effective relationships with other organizations
- Ensuring that team members and supporters are fully informed of the CSO Unit's conditions and of all important factors influencing them.
- Creating and maintaining an archive and database of all the CSO Unit's work in Lebanon, including stakeholders database, management of documents, communication, and development of the supporter base
- Maintaining the unit records (filing system, records security, confidentiality, etc.)
- Coordinating all work with IndyACT and the assigned Advisory Council
- Providing advice and information to IndyACT and the assigned Advisory Council
- Developing and maintaining an efficient team and office management system and services
- Performing other related duties as required

#### **Qualifications and required skills:**

- A university degree in political science, law, diplomacy, negotiations or an equivalent degree
- Experience in diplomatic and political relations and the ability to establish strong relationships with MPs
- At least five years experience in diplomatic relations, CSO advocacy, and Lebanon's legislative process
- Personal belief in and support of IndyACT's core values
- Commitment to creating positive environmental, social and cultural change
- Ability to meet tight deadlines and work under pressure
- Ability to handle large volume of work and have excellent organizational skills
- Excellent interpersonal skills, a team worker and a good listener

- Ability to delegate and develop teams
- Ability to take initiatives and be flexible and adaptable in a changing environment
- Readiness to travel on demand according to IndyACT's needs
- Computer literacy (Access, Photoshop, and HTML are a plus)
- Excellent written and oral communication skills in both English and Arabic
- Managerial skills, strategic thinking, effective networking and communication skills
- Experience in performing administrative duties and writing reports
- Experience and knowledge in general management (project and team management), policy development and negotiation skills are a plus
- Strength of will and determination to drive an advocacy program
- Analytical and problem solving skills
- Decision making skills
- Knowledge of office administration
- Attention to detail and high level of accuracy

### **Job duration and working hours**

This is a part-time consultancy for 22 months. Working hours are flexible and according to project needs. On account of his/her responsibilities, the coordinator may be asked to adjust his/her working hours to suit the requirements of his/her duties. Please send a CV/resume and a cover motivation letter via email to [admin@indyact.org](mailto:admin@indyact.org). The deadline for applications is March 17, **2012**.

Those who do not meet our requirements for this position will not be contacted.

### **Salary**

The compensation for this 22-month and part-time consultancy is 22,000 US Dollars