



## **ABAAD-Resource Center for Gender Equality**

**Immediate recruitment- Liaison Officer**

**Duration: 3 months (One-Year renewable) - Full-Time position**

**ABAAD** is a non-profit, non-politically affiliated, non-religious civil association that aims to achieve gender equality as an essential condition to sustainable social and economic development in the MENA region. **ABAAD** seeks to promote women's equality and participation through policy development, legal reform, and gender mainstreaming, engaging men, eliminating discrimination, and advancing and empowering women to participate effectively and fully in their communities. **ABAAD** also seeks to support and collaborate with civil society organizations that are involved in gender equality programs and advocacy campaigns.

**JOB PURPOSE:** ABAAD is starting a GBV Case Management program in various locations in Beirut, Northern and Beka'a Governorates. The Liaison Officer will ensure effective implementation of the program and liaise between ABAAD and different program's partners. He/she will also represent the program at coordination and partner meetings at the field sites.

The Liaison Officer is supervised by the Program Manager. The position requires travel related to ERPI learning sessions, advocacy work and efforts to capture learning from field officers.

**Post holder reports to:** Program Manager

### **Key RESPONSIBILITIES:**

- Establish and maintain an effective liaison network in areas of operations at communities level, and liaise with program team
- Maintain effective communication between the program's team, and different stakeholders
- Disseminate information and monitor community feedback on work policies and schemes
- Promote mutual understanding among various organizations who work for

providing and coordinating response services in program's areas of operation

- Assist PM with the management of different components of the program
- Assist PM with administrative & logistical aspects of the program as required
- Form and provide services and give advice to Response and Protection Officers
- Compile monthly/annual management reports and returns
- Produce communication materials, briefs, papers related to the program as required
- Update communications log to assist in management of the program

**REQUIREMENTS:**

1. Bachelor's degree required in International Affairs or related social science field
2. 2-3 years program management-related work experience, preferably in the non-profit sector
3. Demonstrated writing and editing skills
4. Excellent communication skills, interpersonal and liaison skills; ability to work effectively and independently in a fast-paced environment
5. Strong organizational and multi-tasking skills
6. Excellent computer skills and high proficiency in MS Word, Excel and PowerPoint
7. Fluency in English and Arabic both oral and written

***ABAAD is an equal employment opportunity organization.***

*Applicants should send their CV and a cover letter that includes expression of interest by email to [abaad@abaadmena.org](mailto:abaad@abaadmena.org) no later than October 19 and include **Liaison Officer Position** in the email subject line.*

*Applications received after end of business day on closing date will not be considered.*

*Only shortlisted candidates will be contacted.*