



Terms of Reference for Programs Officer

Centre for Refugee Rights /Aidoun

Description

The Center for Refugee Rights/Aidoun is an independent, non-governmental organization registered in Lebanon (AD-1623/2008) to serve as a resource center for basic human rights of Palestinian Refugees, mainly the right of return.

The CRR mission is to defend the right of Palestinian refugees to return to their original homes and property from which they were displaced and uprooted in 1948, based on the principles of international law and the UN relevant resolutions mainly the UNGA resolution 194.

It attempts to achieve its goals through: consolidating and disseminating the culture of return (thaqafit Al-Awda) among Palestinian refugee communities; campaigning for effective temporary protection for Palestinian refugees to secure their basic human rights in various host countries especially in Lebanon; promoting the role of Palestinian civil society and creating an effective lobbying body in the interest of the right of return; and increasing the level of coordination among the right of return groups and international solidarity groups worldwide to establish an effective international network in support of the Palestinian refugees' right of return and right of self-determination for Palestinian people.

AIDOUN Centre is looking for a qualified **Programs Officer** preferably with human rights background and with experience in advocacy related to the Palestinian refugees' rights.

Main Tasks/Job Description

1. Coordinate schedules and all logistical aspects of meetings; workshops; seminars; and other programs
2. Manage the administrative work such as internal and external correspondence; record and disseminate minutes, meetings' notes and reports of CRR forums as advised by the GC
3. Manage financial aspects of the office such as grants; financial reports; budget tracking; in coordination with the CRR appointed accountant and treasurer

4. Assist in preparing the annual work plan in coordination with the CRR General Coordinator (GC)
5. Organize and maintain office filing system
6. Represent the CRR in its various local joint activities with the Palestinian and Lebanese NGOs
7. Provide support to the CRR website (under construction) through publishing the approved materials under the GC direct supervision
8. Perform other duties as may be requested

Qualifications

PERSONAL & PROFESSIONAL COMPETENCIES

- University Graduate level education (preferably in law, social or political sciences); and / or with legal and human rights background and advocacy related to the Palestinian refugees

Experience

- Minimum of two years of relevant experience
- Fluency in spoken and written English and Arabic languages is required

DESIRABLE QUALIFICATIONS/ SKILLS

- Accepted oral, written and interpersonal communication skills
- Ability to work voluntarily out of the office hours when needed
- Professionalism: Knowledge of project management, monitoring and evaluation methodologies, strong conceptual and analytical skills, and demonstrated problem solving abilities required
- have team work capabilities

How to apply

Send a letter of motivation, CV and contact details for one of the two references:

Dr. Mahmoud el- Ali

E-mail: mmukhtar01@hotmail.com

Jaber Suleiman

E-mail: jsleiman@inco.com.lb

Deadline to apply is 30 October 2012. Only shortlisted candidates will be contacted for the interview.