



Job Title: Project Officer

Location: Lebanon

Justice without Frontiers (JWF) is a secular, nonpolitical, nonprofit, nongovernmental, juristic civil organization, incorporated in November 2005 and headquartered in Beirut. Its role is to develop and promote democratic reform and rule of law, and undertake legal and social projects that support human rights. Justice without Frontiers attracts volunteers, professionals, and passionate individuals who believe in human right principles and are dedicated to work towards prosecuting violators and supporting victims who have no access to justice, at the national, regional, or international levels.

Women's Access to Justice- Phase 2: is a three years program implemented in Lebanon by Justice Without Frontiers in partnership with Oxfam GB. The program aims to contribute to equitable access to formal and informal justice for poor and vulnerable women in Lebanon.

General objective of the job: To provide leadership and management of Women Access To Justice Project, including having overall budget responsibility, human resource management and ensuring quality and timely implementation of project in Lebanon.

Key responsibilities:

- Ensures, promotes and facilitates that the principles of women's access to justice is integrated into all project activities.
- Provide leadership in the implementation of all aspects of the project and ensure attainment of key objectives of the project, as outlined in the project document .
- Ensure that JWF director and Oxfam are regularly updated on the progress of the program and any issues that might impede the successful implementation of the program.
- Lead on preparation of relevant implementation plans in consultation with partners.
- Prepare regular management and operational reports covering the achievement of key milestones agreed in plans
- Elaborate concept notes, projects and budgets according to donors' templates and requirements
- Liaison with all key stakeholders to ensure that all parties play their part in the execution of agreed actions.
- Lead on the Women Access to Justice project review events and ensure that adequate documentation of various aspects of the women access to justice program is ensured.
- Regular monitoring of the project implementation through monitoring field visits

Budget Responsibilities:

- Manage, monitor and review operational budgets covering all aspects of the project on a monthly basis, explaining any over or under-expenditures.
- Ensure corrective action is taken across all targeted locations based on budget, expenditure and forecast
- Ensure that resources are correctly allocated and spent as per agreed plans of operation

Monitoring, Evaluation and Learning:

- Work with all stakeholders to ensure that there is regular, participatory review and reflection on successes and challenges in order to improve effectiveness, share good practice and increase impact of the program
- Ensure effective systems are in place to gather and analyse information on programme outputs and outcomes at all levels

Skills and competence:

- MA degree in development, gender, protection and/or any other relevant fields
- Significant demonstrable experience of management of multidimensional, complex, donor-funded program
- Fluency in written/spoken Arabic and English
- Gender development, protection background and/or women's right background
- Understanding/experience of program implementation principles and their practical application - gained internationally and/or in the region in the NGO sector
- Successful track record of developing and delivering innovative program that deliver practical results for poor people
- Ability to form trusting, effective working relationships across a wide range of stakeholders
- Line management experience
- Highly flexible in style with the ability to produce creative and pragmatic solutions to complex/ambiguous operational problems
- Experience of working in a multicultural team environment with both national/global staff
- Experience of working in insecure environments and adhering to security protocols
- Experience in protection and accountability program
- Prepared to undertake regular travel to offices in the field

Other:

Committed to Justice Without Frontiers principles and willing to learn and grow in the organization.

The position is offered on a **full-time basis starting February 2015 and until January 2017 on a fixed-term contract**. Interested candidates should send their CV, cover letter, three contactable references, by 7th of February 2015 to the following email address: jwficc@yahoo.com; jwf@jwf.org.lb .**Only shortlisted candidates will be contacted.**