



Job Title: Field officer

Location: Mont – Lebanon District

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: The Field Officer monitors and supports the field, and will make sure that the targeted number is reached, and designed activities implemented.

Key responsibilities:

- Ensures, promotes and facilitates that the principles of women's access to justice is integrated into all project activities.
- Conduct administrative activities to support the preparation of national and regional events, including training, workshops and conference.
- Meets with NGOs, SDCs supervisors, social workers, sisterhoods... to discuss and follow up on various issues
- Monitors the undergoing activities in the field.
- Collects monthly reports
- Maintains good relationships with the partners.
- Support in advertising, screening and recruitment process of external consultants.
- Assist on other tasks as requested by the director and as deemed necessary for program development
- Provide efficient, effective administrative support e.g. filing, and logistic to the project team.
- Coordinate and collaborate closely with the finance team on budget-related issues
- Assist on other task as requested by the Line Manager and as deemed necessary for program development

Skills and competence:

- University degree in social science or related discipline, including gender and development.
- At least 2 years of experience in project administration and implementation with national NGOs
- Experience in coordinating gender mainstreaming or gender stand-alone projects

- Preferred experience in monitoring and evaluation
- Experience in activity implementation and coordination
- 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 essential
- 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
- Skills in organization and time management
- Ability to work in a team and to travel within project areas and outside

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.**