

Daily Worker Job Description- Bekaa and Baalbek

Job Title: Daily Worker

Daily worker should be located in one the below areas

Location: Baalbeck(Including but not limited to Nabi Osman, Doures,Deir El Ahmar, Brital, Talia, Baalbek, Sariin, Tamnine), Zahle(Riyak, Ferzol, Terbol, Ablah), Chtaura, Qab Elias,Jeb Jennine and Machghara

Candidates should send their CVs to the following email address: azaiter@mercycorps.org

Candidates should specify in the Subject: Daily worker_ specific Area (ex: Doures, Brital) _and Availability (ex: June 2024)

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Mercy Corps has been present in the Middle East since the 1980s and currently works in Yemen, Lebanon, Palestine, Jordan, Syria, and Iraq. Working in Lebanon since 1993, Mercy Corps is committed to generating positive opportunities for women, men, boys and girls from Lebanese, Syrian, and Palestinian communities, with a strong focus on engaging youth. Mercy Corps exists to alleviate suffering, poverty and oppression by helping build secure, productive and just communities. Our programs focus on four sectors: Economic Opportunities, Governance and Social Stability, Youth and Humanitarian interventions.

BASATINE Program Overview

The Bolstering Agriculture Systems' Ability to Invest, Nourish, and Employ (BASATINE) consortium, led by CARE International with Mercy Corps, Al Majmoua, George N. Frem Foundation, Berytech and LOST, is implementing a 4-year intervention to support farmers and other value chain and associated sector actors in areas of Bekaa and Akkar, focused on the production of wheat and vegetables, seeking a territorial approach, and promoting linkages with other value chains. Through complementary interventions designed in alignment with the humanitarian-development-peace nexus, the project will immediately address food insecurity and provide needed income and technical support to farmers to survive the current economic crisis as well as improve the capacity of food systems to maintain employment and growth in the longer term via stronger domestic production and system linkages. This will ultimately contribute to greater economic stability, particularly for women, improved rural development, and more positive social cohesion between host/refugee communities at a local level.

General Position Summary

We are seeking to hire Nine Daily workers for a duration of 10 days in total each from June till August 2024. The tasks include monitoring Electronic Voucher redemption at input suppliers location, following-up and conducting informative sessions to farmers, collecting needed documentation, keeping records and reporting. The daily workers will work closely with the Mercy Corps Basatine team..

Only eligible candidates will be contacted and further information and instructions will be provided.

Daily workers will be recruited over a period extending from June until the end of August. Therefore, please mention your availability in both your application and the email subject. According to the Lebanese labor law, daily workers can only be employed for a maximum of 10 days.

Main Responsibilities:

1- Voucher redemption monitoring

- Monitor the redemption of vouchers by the farmers at designated input suppliers/agricultural shops.
- Ensure compliance with redemption procedures and document any discrepancies.

2- Follow-up and awareness phone calls with farmers:

- Conduct regular phone calls with farmers to provide updates on the voucher redemption process.
- Provide information and awareness sessions to farmers regarding the local inputs and any other info related to the voucher program.
- Address any concerns or queries raised by farmers regarding the voucher system or program.

3- Reconciliation of Vouchers:

- Assist in the reconciliation of vouchers by verifying redemption records and suppliers' reports.
- Identify and resolve any discrepancies in voucher usage or redemption.

4- Data Reporting:

- Maintain accurate records of voucher distribution, redemption, and monitoring activities.
- Compile data and prepare reports on voucher utilization and program impact as required.

5- Collaboration

- Collaborate with the Project Manager/Program Manager and other team members to ensure smooth implementation of the voucher program.
- This job description outlines the primary responsibilities of the Daily Worker position, but additional tasks may be assigned as needed by the Project Manager/Program Manager to support the implementation of the voucher program.

Logistics and arrangement

- Daily workers will report directly to the Basatine team, specifically to the field assistant and project manager.
- Daily workers are requested to attend and monitor e-voucher at the input supplier location, however they may be required to attend to the Tripoli office for coordination and planning purposes.

- Assets used for data collection will be secured by MCL.
- Field transportation is the responsibility of the daily worker.

Accountability

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our project participants guiding international relief and development work, while actively engaging participating communities as equal partners in the design, monitoring and evaluation of our field projects.

Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Knowledge and Experience

- High school diploma or equivalent.
- Previous experience in voucher distribution, monitoring, or similar fieldwork is preferred.
- Strong communication skills, especially over the phone, with the ability to effectively engage with farmers.
- Attention to detail and ability to accurately record and reconcile data.
- Ability to work independently and prioritize tasks in a fast-paced environment.
- Familiarity with agricultural communities and rural settings is an advantage.

Success Factors

Success in this role depends on good communication, paying attention to details, and being trustworthy. The daily worker will talk to farmers on the phone to update them about their vouchers and answer any questions they have. They will also make sure the vouchers are used correctly by checking records and fixing any mistakes. Keeping accurate records and making reports about the voucher process is important too. They will work with others to make sure the voucher program runs smoothly. Being responsible and working well with others will help the program achieve its goals.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensure that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.