



Site Supervisor

Organization Background:

SHEILD is a Lebanese association. The mission of SHEILD is to bring relief to the population in general and to those who suffered and still suffering from war and from the absence of governmental health and social care and protection in particular, through direct assistance as well as through community-based interventions to enhance human rights and social awareness, economic conditions and protection for all community categories, following a participatory approach through involving local stakeholders and authorities in a system of coordination to assess needs and implement programs responding to these needs with the most vulnerable and deprived in the center of attention and focus.

The objective of the Services:

SHEILD is looking to partner with a service provider, referred to as the "Site Supervisor," to monitor and supervise the implementation of activities in designated sites in Jezzine District

Services Context:

For its project **“Empowering women and strengthening the resilience of vulnerable rural and urban communities in South Lebanon and Beirut.”** funded by Welthungerhilfe (WHH) in partnership with BMZ and implemented by **SHEILD Association**. SHEILD Association is seeking to engage a qualified service provider ("Site Supervisor") to monitor and supervise the implementation of activities in designated sites in Jezzine District

SCOPE OF WORK

Monitoring the work of beneficiaries on the assigned site daily, making sure attendance is being collected correctly, ensuring a calm and friendly working environment, and reporting any unexpected difficulties or problems to higher management.

Required competencies:

1. High school or university degree in any related field.
2. A minimum of one year of work experience in this field.
3. Computer, and Microsoft Office knowledge is a must.
4. Fluency in written and spoken Arabic and English.
5. Ability to work independently and as part of a team.
6. Flexible and willing to work on weekends as needed.
7. Stress tolerance: Ability to work under pressure.
8. Assist in the preparation of reports and updates if need be.
9. Strong communication skills.
10. Availability of a Car.

Delivery of Services:

The selected site supervisor must be ready to start services immediately upon contract signing. Please note that the locations where the project implementation will take place and the services needed will receive prior approval from SHEILD's security unit due to the current security situation in South Lebanon.

Timeframe:

The contract will be for approximately **(40) forty** working days from the contract date.

Documents to be Submitted:

Interested service providers should submit the following documents as detailed below, and relevant experience, to SHEILD no later than **07/12/2024**:

- **Resume**
- **MoF registration Certificate (if any)**
- **Technical Proposal (working methodology, timeline, List of References for similar performed services, Profile ... etc)**
- **Financial Offer (quotation offer must be provided providing the unit amount in USD per session (if any)).**
- **Supplier Qualification Form filled in**

Submission Deadline:

Applications should be sent to recruitment@sheildgroup.org before **07/12/2024**, at 16:00 (Beirut Time)

If you need further information or clarification, contact recruitment@sheildgroup.org