



## **Term of Reference**

### **Employability Officer**

*Organization: Digital Opportunity Trust (DOT)*

*Reporting To: Program Manager*

#### **Introduction:**

*Digital Opportunity Trust (DOT) is a local non-governmental organization operating within the global DOT network across Africa, the Middle East, Asia, and the Americas. DOT is committed to enabling marginalized individuals, especially women and freelancers, to access and apply information and communications technologies (ICT) to create education, economic, and entrepreneurial opportunities.*

#### **Role Summary:**

*The Employability Officer will play a crucial role in establishing linkages between DOT Lebanon's trained beneficiaries and employment and internship opportunities within the non-governmental organizations and private sector, both nationally and internationally.*

#### **Key Responsibilities:**

- *Place DOT Lebanon trainees in internship opportunities.*
- *Place DOT Lebanon trainees in employment opportunities.*
- *Conduct thorough market assessments for internships and job placements.*
- *Establish strong partnerships with private companies, NGOs, and INGOs.*
- *Develop DOT Lebanon's employers database.*
- *Provide follow-up job counseling and coaching.*
- *Develop and follow SOPs and guidelines for employment placements.*
- *Maintain accurate records of internship and employment placements, as well as partnerships with employers.*



- *Coordinate internship and employability processes with internal teams and local partners.*
- *Promote DOT Lebanon to potential and existing employers.*
- *Generate monthly reports for Monitoring & Evaluation (M&E).*
- *Stay updated on labor market trends to align internship and employment programs with current needs.*
- *Undertake other duties as assigned.*

**Qualifications and Experience:**

- *Bachelor's degree in Business Administration, Sales & Marketing, HR, Social Work, or equivalent related to social sciences.*
- *At least 5-7 years of work experience in employability within the private sector, with experience in humanitarian and NGO/INGO settings being a strong asset.*
- *Proven experience in establishing market linkages, networking, relationship-building, market assessment, and market analysis.*
- *Knowledge of Lebanon's job market and labor law.*
- *Strong organizational, time-management, advocacy, communication, interpersonal, critical thinking, and presentation skills.*
- *Solution and result-driven with the ability to work under pressure, meet goals, and work independently.*

**Duration**

*The expected duration of this assignment is one year.*

**Application Details and Process:**

*Interested applicants must submit their resume along with any supporting documents showcasing their qualifications, experience, and skill set via email to [Procurementlb@dotrust.org](mailto:Procurementlb@dotrust.org). The subject of the email should be "Applicant for the Employability Officer position."*

**Hiring date: May 3, 2024**

**Deadline for Submission: April 28<sup>th</sup>, 2024.**