

Title: Project Assistant

Project: *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon*

Purpose

ADR is seeking to hire a full time “Project Assistant” in the framework of the project *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon* implemented in partnership with Fundación Promoción Social (FPS) together with the Spanish NGO AIDA and aims to contribute to strengthening the stability of the socio-economic environment in the Southern Region of Lebanon, creating opportunities for women and youth, both Syrian and Lebanese, and helping to reduce internal tensions.

Background

ADR, being a Lebanese NGO with non-lucrative, non-political, non-religious objectives that lends its support to the social players to help them acquire the knowledge and capabilities to improve and promote their standard of living, thus, setting up three main programs:

- 1- Micro credit program.
- 2- Vocational training and upgrading skills program.
- 3- Agricultural program (CASUR).

In addition to ad-hoc projects which falls in rural development and community empowerment, they stress on the partnership with the local community, municipalities, cooperatives, and associations. ADR is implementing the project *Economic strengthening and social stability of vulnerable local and displaced communities in South Lebanon* in partnership with Fundación Promoción Social (FPS) together with the Spanish NGO AIDA. The project duration is for 48 months starting March 2023.

The General Project Objective:

aims to contribute to strengthening the stability of the socio-economic environment in the Southern Region of Lebanon, creating opportunities for women and youth, both Syrian and Lebanese, and helping to reduce internal tensions

Description:

The specific responsibilities of the Project Assistant will include the following:

- Set up the training locations at field level in accordance with the project work plan.
- Implement the project activities in within his/her respective area of responsibility as per the work plan.
- Ensure that the implementation of work plan is consistent with the envisaged outputs and objectives of the project document.
- Assist Project coordinator in organizing various workshops, meetings, trainings and planning.

- Supervise the activities of field-based staff, including administrative work and delivery of project outputs, and as required by Project coordinator and project manager.
- Prepare work plan, progress report and other plans as required, with assistance/inputs of other project staff and ensure timely submission to the Project Manager.
- Ensure smooth coordination between trainers, trainees and training centers.
- Provide additional support to Project Management Unit as required

The tasks and responsibilities defined in this job description are non-exhaustive and can evolve depending on the project's needs

Skills and Qualifications:

Education

- Minimum a Bachelor's Degree in Agriculture Engineering, Project Management, Value chain management, Business administration and Management and other related subjects

2 to 3 years of sound working experience in the field of rural development.

- The candidate should have a firm understanding of community development and expertise in self-reliant and participatory development process.
- S/he should have proven experience in project management and NGO work.
- S/he should have a successful record of working with local authorities and community groups in a multi-stakeholder environment.
- S/he should also have the ability to use tact and diplomacy, resolve conflicts and achieve results.

Language

Arabic	Fluent in speaking, reading, and writing
English	Fluent in speaking, reading, and writing
French	Optional

Duration:

12 Months with possible extension

How to Apply

Qualified candidates are requested to send their CV with a financial Proposal (Rate per Hour with a limit of 150 hours per month including all costs: Transportation) to hiba.fawaz@adr.org.lb not later than noon 12:00 pm on June 23rd, 2023.