

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-713-2022
Company Name	EuroMed Feminist Initiative (EFI)
Industry	EuroMed Feminist Initiative (EFI) is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination.
Vacancy	Program Officer in Lebanon
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	12 (twelve) months extendable.
Major(s)	Social sciences or development studies or peace and conflict, Political science, International Affairs
Degree	BA or MA in social sciences
Years of Experience	A minimum of three years of relevant work experience within development field such as refugees, GBV, C&V with NGO, University, donor institution is required.
Location	Badaro
Remuneration & Benefits	NSSF + First class insurance
Currency (LBP, Dollar, Lollar)	2000-2400 Euro based on qualifications

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### Tasks & Responsibilities

**Must be fluent in both written English and Arabic**

**Must provide cover letter or motivational letter**

- Engages with Country Teams and other counterparts to ensure successful implementation of Syria Program.
- Supports the planning, execution, and follow-up of EFI's events in Beirut.
- Utilizes project action plan to follow on set targets and timelines of reporting and documentation.
- Updates the QIN on a monthly basis in coordination with the Program Coordinator
- Create visibility props to share information about program portfolio, projects and impacts; works in collaboration with Program Team in Beirut, Amman and Paris as well as Communication team on design and content.
- Supports in following up on partners' activities and projects and provides relevant and adequate technical assistance.
- Drafts the activities reports per EFI's format and guidelines.
- Supports in reviewing partners' reports, log frames and action plans along with drafting the Decision Making Procedures MEMO. relevant information with them;
- Upon request, represents IFE-EFI at seminars, conferences, meeting and other events and acts as a spokesperson.