



<b>Job Title:</b>	<i>Project assistant – Education &amp; Outreach projects</i>
<b>Reports To:</b>	Project Officer
<b>Subordinates:</b>	N/A
<b>Related Parties:</b>	Community outreach programme manager, Executive Director

**Position Summary**

Assists in the management, under the supervision of the Project Officer, within the guidelines stipulated in the agreement between ALEF and the donors of the related projects.

**Duties and Responsibilities**

- To assist the Project Officer in the overall project management, evaluation, reporting and monitoring directly and indirectly.
- To prepare reporting tools, workshops programme and logistics.
- To handle the correspondence related to the project, including the preparation of reports (situation, progress and others).
- To discuss findings and recommendations arising from the field of action with the Project Officer.
- To attend and participate in all related workshops, seminars, training and meetings as agreed by the Project Officer, the Community outreach programme manager and the Executive Director.
- Any other responsibility that is requested from the Project Officer, the Community outreach programme manager or the Executive director and that is aligned with the position's and project's scope.



## General Qualifications

- Relevant university degree or equivalent
- Relevant experience on similar projects
- Good knowledge in Human Rights field
  
- Proficiency in MS Office skills
- Knowledge of local laws and regulations
- Fluency in written and spoken Arabic and English – French is a plus
  
- Strong communication skills – written and verbal
- Good organizational and managerial skills
- Good training/facilitation skills
- Able to work under pressure and in emergency situations
- Team player

**Candidates not matching the above criteria will not be considered.**

**Deadline for applications:** August 24<sup>th</sup>, 2009

**Salary:** Undisclosed. Please note that this is a local position.

**Vacancies Contact:**

Please send a resume and a cover letter explaining how your skills and experiences meet the needs of the position to [jobs@alefliban.org](mailto:jobs@alefliban.org) and put **ASSEO** in the Subject Line.

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