







Job Title:	<i>Project assistant - Torture monitoring and prevention in Lebanon</i>
Reports To:	Project Officer
Subordinates:	N/A
Related Parties:	Advocacy & Monitoring programme manager,

Background

ALEF implemented the «Torture prevention and monitoring in Lebanon» project funded by the European Union and the Embassy of the Kingdom of the Netherlands in partnership with IKV Pax Christi-Netherlands, Christi International during 2007/2008. The overall budget of the project was 191,437.98 Euros

The project consisted of three complementary actions, a community-mobilization component through trainings on detecting, addressing and reporting torture cases, a monitoring and reporting component that consisted of creating a centralized system to process and analyze compiled information and produce a report on torture, and finally an advocacy component at the national and international levels. ALEF conducted a visit to Europe to present the report on torture to various stakeholders and devised a lobbying plan of action to urge the Government to act on the basis of issues of concern and findings the torture report. At the national level, the project aimed to engage in a constructive dialogue with local authorities, policy-makers, government officials and the national network on torture prevention to push for the implementation of legal reforms and monitoring of practices.

The outcomes of the project include:

-  A report on torture, titled “Lebanon: The Painful Whereabouts of Detention”
-  A practical guide on how to raise awareness on torture prevention
-  Mobilized and alert civil society actors through 3 sets of 3 days-trainings for an overall 60 participants
-  Increased capacity of 30 NGOs
-  A working group of NGOs on torture prevention
-  A national and international advocacy campaign

“Torture Prevention and Monitoring in Lebanon: Part II”

In order to build on the accomplishments of the first part of the “Torture Prevention and Monitoring in Lebanon” and in order to persist in efforts towards the prevention of torture and related practices in Lebanon, ALEF will implement the second part of

“Torture Prevention and Monitoring in Lebanon”, a project funded by the Embassy of the Kingdom of the Netherlands. ALEF is currently seeking for a potential co-funder. The estimated overall budget of the project is 400.000 Euros.

This project consists of conducting capacity-building trainings for journalists, lawyers, and civil society and in establishing a monitoring and reporting mechanism to detect, document, and denounce torture cases. ALEF will also be issuing a report on the socio-political context of the culture of torture in Lebanon and throughout the stages of the project will produce three progress reports on torture practices. A documentary on the socio-cultural causes of torture in Lebanon will also be produced. Furthermore, two awareness raising campaigns on the national level will be conducted as well advocacy on the national and international levels for the implementation of the UNCAT and its Optional Protocol.

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 project

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 30, 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 and put **TPMLPAS** in the Subject Line.

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