

Administrative Officer
Terms of Reference (TOR)

Summary:

Job title	Administrative Officer
Project title	Empowered and Capable Girls: Equitable Education for all
Purpose	To oversee the flow of the project
Location	Beirut, Lebanon
Duration	10 months
Start Date	26 July 2021
End Date	31 April 2022
Reporting to	Technical & Field Officer

Background:

In 2021, NCLW and UNICEF Lebanon signed an annual work plan for collaborations that aims at better understanding the barriers for access education for adolescent girls in the current multi-layered crisis that Lebanon is facing, and that might lead to higher risks child marriage among adolescent girls.

To prevent child marriage, UNICEF and NCLW will work with MEHE on building sustainable structures to tackle barriers of girls' safe access to safe education, including the work with DOPS staff on how to handle cases of adolescent girls at high risk of child marriage, while referring them to the needed services.

UNICEF and NCLW will develop a series of communication materials targeting the education team, and focusing on the importance of compulsory and equitable education for all girls, the risks of child marriage, and expanding the gender norms on what girls can do and be.

NCLW and UNICEF Lebanon seek to conduct a study that aims at better understanding the impact of the COVID 19 and economic crisis on adolescent girls in Lebanon, with a focus on their access to education and other basic needs; while proactively promoting importance of prioritizing girls' education through media campaigns and addressing effectively challenges that might lead to girls' school drop out in the current situation through the work with the concerned department in MEHE.

NCLW and UNICEF Lebanon seek to build sustainable structures to tackle barriers of girls' safe access to education. With the aim to decrease and eliminate child marriage in Lebanon. Consequently, NCLW and UNICEF require the services of an Administrative Officer to provide administrative support services.

Objective:

NCLW and UNICEF are seeking an Administrative Officer to support the Technical & Field Officer in administrative tasks to be performed in the framework of the project.

Specific tasks:

- Support the Technical & Field Officer for the implementation of the project's components and activities and ensure quality and timely implementation of the project. She/he will work under the direction of the Technical & Field Officer.
- Support the Technical & Field Officer in establishing, planning, implementing and carrying out activities in all components, according to the AWP design.
- Support in planning and organizing regular meetings/trainings/focus groups/awareness raising sessions etc., according to the AWP and the Technical & Field Officer's instructions.
- Assist the Technical & Field Officer in preparing and participating in team meetings and follow-up meetings.
- Follow up on invitations' preparation and logistics (phone calls etc.), as per timeline.
- Assist in the preparation and production of narrative and financial reports, in coordination with the Technical & Field Officer.
- Assist in the preparation of various documents such as materials, minutes of meetings, relevant documents and contribute to the documentation of the projects findings and results.
- Assist in liaising with schools, local and national CSOs, institutions and public administrations for the implementation of the project.
- Prepare drafts of invitations, briefs, presentations related to the project when needed.
- Provide the needed technical support to the project staff, consultants and experts.
- Establish and maintain the project's document management system.
- Undertake other tasks as deemed necessary upon the Technical & Field Officer and NCLW's directives.

Expected deliverables:

- The Administrative Officer will provide the deliverables she/he is being in charge of, in coordination with the Technical & Field Officer and as agreed with NCLW, based on the AWP with UNICEF, and according to a time sheet to be filled.

Reporting:

- a) Daily communication with the Technical & Field Officer.
- b) Regular emails to be sent to the Technical & Field Officer.

Expected background and experience:

The assignment requires the following qualifications and experiences from the Administrative Officer:

- A university degree in Business Administration or relevant major.
- 2 years of experience in project implementation and/or administrative tasks.
- Experience in working in a complex environment.
- Proficient with internet and Microsoft Offices (MS Word, MS Excel, and MS PowerPoint).
- Excellent written and verbal communications skills.
- Team-work spirit.
- Details-oriented.
- Fluent in English and Arabic.

How to apply:

Interested candidates must submit the following documents to demonstrate their qualifications:

- A cover letter explaining their suitability for the position.
- An updated copy of their Curriculum Vitae.

Prospective candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb; no later than Friday 23 July 2021 at midnight (Beirut time), ensuring the subject line is denoted with the heading: NCLW / UNICEF Administrative Officer.

Incomplete submission will be a ground for disqualification.