**Terms of Reference**

***Fixed-Term Employment***

 **REF#----------------------------**

|  |
| --- |
| **GENERAL INFORMATION** |
| Position: Projects Officer | Date:  |
| Unit: Programs | Location: Beirut, with frequent visits to the field |
| Reports to: Executive Director  | Approved by: Executive Director |

|  |
| --- |
| SUMMARY OF KEY TASKS  |
| The Projects Officer will be responsible for supporting a portfolio of projects, ensuring result areas are achieved according to Masar’s strategy, donor requirements, and best practices using results-based management. He/ she supports the Program Manager and the Executive Director in project implementation and monitoring, ensuring deliverables are met according to each project’s planned outputs. |

|  |
| --- |
| **DUTIES & ESSENTIAL FUNCTIONS** |
| **Programmatic:*** Support the Program Manager and Executive Director to write the Program Document/ Project Proposal to be submitted to the donor;
* Develop implementation plans and report on programs’ progress to donors, including reporting on UNICEF’s platforms;
* Update programs/ projects schedules as needed to support tracking and monitoring and ensure that they are adhered to during implementation;
* Gather information and enter data into the related databases to support ongoing monitoring and evaluation of implemented projects/ programs;
* Conduct field visits to monitor projects' activities and report on them;
* Collect relevant information from the Youth Initiatives to report on as relevant;
* Attend trainings with donors in relation to narrative reporting requirements when needed;
* Attend and/ or participate in project activities and prepare briefs about them as well as minutes of meetings;
* Attend area meetings and Task Force meetings with UNICEF with the aim to share information and enhance networking with partners;
* Attend scheduled online and onsite trainings and meetings with the youth, mostly scheduled during weekends and after 5 pm, to provide support, monitor and track participation;
* Support the provision of content for the website and social media platforms.

**Administrative:*** Schedule and coordinate internally and with the Youth Initiatives the online and onsite training sessions, meetings, and workshops;
* Act as host in online activities, monitor attendance, collect evaluations, and generate summation reports;
* Collect documents from the field as per the policies and guidelines in the project handbook and standard operating procedures and as per guidelines from the Accounting and Admin Officer on monetary transactions related to the youth-led initiatives (internet, transport, honorarium, invoices, receipts etc…), in coordination with the Program Manager;
* Ensure proper programs’ documentation, including the compilation and documentation of training material and best practices, among others as per the guidelines provided by management;
* Secure quotations related to projects/ programs under the guidance of the Executive Director, including quotations from venue providers, suppliers, and trainers;
* Act as a member of the Procurement Committee as needed.

**General*** Represent Masar in meetings upon need;
* Assist in other related tasks as requested by the Executive Director and Head of Office/ Chief Coordinator.
 |
| **COMPETENCIES** |
| *Required*  |
| * University degree in Social Sciences, Public Administration, or related field
* At least 2 years of relevant experience
* Good communication skills
* Excellent Arabic and English writing skills
 |
| *Preferred* |
| * NGO experience
 |
| **WORKING RELATIONS**  |
| *Supervisory Responsibility*  |
| * None
 |
| *Internal Relations* |
| * Accounting and Admin Officer
* Program Manager
* Executive Director
 |
| *External Relations* |
| * Donors
* Local partners
* Vendors, Suppliers, and Consultants
 |
| JOB CONTEXT/ PHYSICAL REQUIREMENTS |
| * Ability to handle pressure and meet tight deadlines
* Ability to work outside office hours and over the weekend
 |

##### ACKNOWLEDGMENT FOR RECEIPT OF TERMS OF REFERENCE

I have received a copy of this terms of reference document, and have read, understood, and agreed on its content.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Contractual Staff | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |