



CARE International in Lebanon

Position: Sexual and Reproductive Health Coordinator

Organization: CARE International in Lebanon

Department/Division: Program

Unit: SRH

Category: Coordinator – National

Work Location: Beirut

Supervisor: Gender in Emergency Advisor

Posting Restrictions: None

Job Summary: This position aims to coordinate the gathering of information about current SRH needs among host communities, Syrian and Palestinian refugees.

Supervisees : None

Working Conditions: This position will be based in Beirut, with frequent travels to the field

Salary: Between 2000 and 2500 USD according to experience

Employment Start: ASAP

Date:

Duration of Contract: 7 months
(upon budget availability)

Contract Type: Fixed term

Other contract elements: Benefits: Social security/Health Insurance & Transport allowance.

The direct supervisor reserves the right to adapt this job description at any time during employment according to needs.

Education & Certifications: Any bachelor's related diploma with public and reproductive health

Minimum Education Level: See above

Proven Experience: 3 to 5 years of humanitarian aid experience with SRH technical expertise work experience and strong coordination and log/admin skills

IT / Software / Technical Skills: Knowledge and facility with standard office computer systems and software.

Language Skills: Arabic
Speaking : Fluent/Mother tongue
Reading : Professional
Writing : Professional

English

Speaking : Fluent/Mother tongue

Reading : Professional

Writing : Professional

French : Optional

Competencies

- Capacity of coordination, planning and prioritizing
- Ability to work in a team and meet performance deadlines in a dynamic environment
- Excellent oral and written communication skills
- Analysis and synthesis skills
- Ability to take initiative and work independently with good judgment

Detailed Responsibility #1: Supporting in SRH assessment**Responsibilities & Tasks**

- In collaboration with the SRH Consultant, participate in the collection of basic demographic and SRH information of the affected population via UNFPA, World Bank, WHO, GoL, DHS, UNHCR data sources
- In collaboration with the SRH Consultant, participate in collecting information on national and host country policies, regulations and customary laws that support SRH services for the affected population and/or restrict access to RH services.

Responsibility #2: Coordination and Organization

- Identify agencies (INGOs, local NGOS, UN agencies, MOH of Lebanon) and organize meetings with the SRH Consultant. Act as a liaison between CIL and the agencies.
- Collaborate with finance, logistics and admin departments to ensure a smooth implementation of the data gathering, assessment and meetings
- Organize and plan work activities of the SRH unit in collaboration with the SRH Consultant and the gender in emergency advisor

<p>For application: Recrutement.programmes@gmail.com The deadline for submission of applications is July 17 th 2015</p>
