

HUMANITARIAN AID EXPERT - LEBANON

COUNTRY:	Lebanon with possible mission in Syria, if conditions will allow
NGO:	Oxfam Italy
DEPARTMENT:	International Cooperation and Humanitarian Aid
POSITION:	Humanitarian expert for the Syria crisis
STARTING DATE:	from June 2013
DURATION:	3 months, renewable
SALARY:	minimum 2,500.00 Euro - maximum 3,000.00 Euro, (gross per month), according to candidate's previous experience.

DEADLINE FOR SUBMISSION: 20th May 2013

Interested candidates should send their **CV**, the details of **3** people who will serve as professional **references**, a short **self-presentation letter** explaining **how the candidate's qualifications and previous experiences are in line with this job description**. Applications must be sent before **20th May 2013** to selezioni@oxfamitalia.org, specifying in the subject: "Selection _Consultant_Lebanon_Name_Surname"

DESCRIPTION

As the Syria Crisis enters its third year, the humanitarian needs inside Syria and in neighboring countries of Lebanon, Jordan and others keep growing. Oxfam is considering this crisis as a top priority crisis and is willing to scale up its response capacity. Oxfam is responding to the crisis through three affiliates: Oxfam Great Britain (OGB), Oxfam Novib (ONL) and Oxfam Italia (OIT) who are operating in a coordinated manner with a joint strategy and joint operating plan. Until now needs assessment and relief activities have been conducted in Jordan and Lebanon while a new strategy to intervene also inside Syria is under development.

Oxfam Italia started its work in Lebanon after the 2006 Israel-Lebanon war with interventions primarily aiming at supporting the rehabilitation of local socio- economic activities in partnership with local NGOs and local authorities. In addition, Oxfam Italia has started working in Palestinian camps and gatherings in 2008, mainly in the psychosocial and educational sector, to assist 1948 Palestinian refugees.

Within the context of the Syria crisis, Oxfam Italia in coordination with OGB and ONL is working to respond to the needs of the thousands of Syrian seeking refuge inside Lebanon. OIT focus areas are the Palestinian camps and gatherings in the Beqaa Valley, in Beirut and Tyre areas where Palestinian Refugees from Syria (PRS) are hosted, and in Zgharta province where Syrian Syrian Refugees (SSR) are hosted.

The humanitarian expert will be hired for a three months period to help OIT further develop its response activities in Lebanon and to evaluate the conditions for a possible development inside Syria.

MAIN RESPONSIBILITIES

The following tasks must be carried out in cooperation with the OIT Humanitarian Aid Coordination and the Head of Mediterranean and Middle East Office in Italy in order to ensure the best response for the affected populations of the Syrian uprising displaced to Lebanon and to evaluate the conditions for a possible development of activities inside Syria. The outputs of this work will be in alignment with the OI Syria Crisis Response Strategy, and developed in consultation with the Oxfam GB as the Oxfam confederation lead.. He/she will be based in Beirut at OGB office as member of the Oxfam Humanitarian Country Team where representative for each of the three implementing Oxfams are sitting. His/her main responsibilities, that will be implemented in coordination with other Oxfams in the country, will be:

- Represent OIT within the Oxfam Humanitarian Country Team in Beirut;
- Revise, update and follow-up of the humanitarian needs in the OIT focus areas in cooperation with OIT partners;

- Update existing OIT response concept note and elaborate new concept notes or project proposals to be submitted to institutional and private donors;
- Elaborate a strategy for a possible intervention inside Syria in the short term and in the medium term including the identification of geographical areas and accountable partners;
- Monitor the ongoing humanitarian activities Oxfam Italia has started with its partners;
- Ensure the coordination with other Oxfam affiliates responding to the crisis;
- Ensure coordination with all relevant stakeholders (NGOs, UN agencies, etc.) working in the Syrian response in Lebanon;
- Maintain and/or develop relationship with strategic partners and donors (Italian Cooperation, ECHO, UN Agencies);
- Assist the OIT Communication and Fund Raising Department by providing communication inputs for the OIT appeal in Italy.

QUALIFICATIONS

- Advanced university degree related to Humanitarian Aid sector;
- Demonstrated expertise in writing projects to be submitted to Humanitarian Aid donors;
- Previous working experiences in Humanitarian Aid projects;
- Good knowledge of developing countries structures and proven previous experiences working with local NGOs as partners;
- Culturally sensitive and able to understand and work in a very complex context such as the Middle East;
- Excellent written and spoken English.
- Strong computer literacy with a full knowledge of Ms Office;
- Problem solving attitude;
- Good team player with strong initiative;
- Good inter-personal and communication skills;
- Ability to adapt and work in difficult situations.

The following qualifications will be considered as an asset:

- Interest and motivation to work in a non-profit organization;
- Knowledge and previous experience in the country and in the region;
- Knowledge of Arabic language.

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Candidates might be called for interviews and selection tests starting from the first day immediately after the deadline for the submission of CVs. Interviews will be held in Florence or Arezzo (Italy). Travel costs will not be reimbursed to candidates. For candidates who are not in Italy the interview will be first by Skype. Only those pre-selected for an interview will be contacted.

Note: for more information about the organization, please consult our webpage: www.oxfamitalia.org.