

Job family :	Programme	Duty Station:	Lebanon/Beirut
Job category:	Programme Assistant (Group II)		
Line manager :	ECHO Syria Head of Office	Supervision exercised :	
Back-up :		Replacement :	

1. Job summary:

The job holder carries out activities to contribute to the delivery of an effective humanitarian response. The job holder contributes to assessments, monitoring and evaluations of projects, as well as to the analysis of the humanitarian context in the area of coverage.

2. Responsibilities & Tasks:

Within delegated authority, the Programme Assistant (Group II) will be responsible for the following tasks:

Programme work

- Contributes to the appraisal, monitoring and evaluation of projects, including financial assessment of proposals;
- Critically studies and comments upon partners' reports and field operations and reports to line manager
- Assists the Head of Office/TA in the preparation of fiche-ops, as appropriate;
- Assists with, participates in, and reports on meetings, as appropriate;
- Advises on the operational capacity of implementing partners;
- Drafts reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region;
- Produces and circulates information of common interest (humanitarian situation reports, background information, etc);
- Accompanies the Head of Office/TA on field visits, as requested and may act as an interpreter if necessary.
- Assists the HoO/TA in the event of an emergency response;
- Prepares maps, when appropriate;
- Provides back-stopping and surge support capacity in case of need.

Specific duties for the Programme Assistant:

- Pro-actively follows local or regional events that may impact on the humanitarian situation in the country/region;
- Appraises, monitors and evaluates projects and reports to the line manager.

Working with partners

- Maintains contacts with ECHO's partners, advising the Head of Office/TA of any major issues arising;
- Ensures communications with ECHO's partners, including establishing and maintaining a database of relevant organisations and personnel ;
- Maintains contracts and grants databases;

Representing ECHO

- Participates in meetings, as requested and appropriate;
- Liaises with local authorities and institutions, as delegated and appropriate;

- Assists with enhancing the visibility and communication of ECHO's overall assistance.

Other specific responsibilities/tasks:

(If/When applicable)

- Provides reports and other ad-hoc documents as requested and to be verified and agreed by the HoO/TA;
- Respond to requests for information as delegated
- Prepares missions: agenda setting, contacts with partners, programming visits, meetings, etc;
- Undertakes any additional tasks as assigned by the TA, Head of Office/RSO and/or Headquarters.

3. Competencies required:

See list of competencies for this job category in annex

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education:

- A relevant first level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant experience at national or international level in supporting programme/project operations., including at least 2 years of experience with an NGO, donor or national/international organisation;
- Good knowledge of the EU humanitarian aid system is an asset;
- Good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Good understanding of Humanitarian Aid principles, policies and standards;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)

Languages:

- Excellent knowledge of English (speaking & writing) is essential
- Excellent knowledge of Arabic