

Project Officer – UNDP

A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development

Location: Beirut, Lebanon

Deadline for application: March 7, 2024

Contract Duration: 1 year

Major: degree in Business Administration, or any related field

Experience: 2 – 4 years of experience

Major Responsibilities:

- Coordinate and follow-up all project activities according to the project result framework including tasks and requirements of the consultants and companies
- Coordinate with national and subnational institutions and experts in order to implement project activities, including the improvement of access to data and institutional arrangements for NAP development and climate risk assessments.
- Identify key stakeholders and beneficiaries in the pilot areas (Tyre and Nahr el Kaleb), paying attention to the inclusion of women's, youth and most vulnerable groups.
- Establish and maintain contact with relevant interlocutors at the area level (Tyre and Nahr el Kaleb), including representatives of local authorities, as well as civil society actors, and community representatives
- Ensure community engagement and stakeholders participation in the project implementation, communicate findings, challenges or opportunities from the field
- Organize and facilitate consultation and training sessions with national and local governments, take notes on discussions/participation and communicate key information, findings, decisions, and questions to the Project Manager/Advisor
- Inform the Project Board, the UNDP Country Office and the Project Manager/Advisor of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted
- Participate in UN and non-UN coordination platforms and activities concerning interventions in Tyre and Nahr el Kaleb areas (sectors' groups, others);
- Support in data collection and analysis and field visits and consolidate project's results for dissemination to stakeholders and policy makers
- Manage and centralize all project information and reports provided by consultants and other data sources
- Collect and consolidate challenges in project implementation and lessons learned
- Ensure transparency, responsibility, and accountability in M&E and reporting of project results in close coordination with the project manager/advisor
- Assist in the preparation of proposals and other resource mobilization activities

- Identify and pursue parallel activities related to project, when required
- Assist in the follow up on GCF board activities when required and as instructed by the Project Manager/Advisor

Additional Requirements:

- Knowledge of contract management concepts, principles and methods, and ability to apply this to strategic and/or practical situations
- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
- Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience;
- Ability to manage communications internally and externally, through media, social media and other appropriate channels
- Experience in problem solving and critical thinking;
- Excellent communication and organizational skills/experience
- Team player and facilitating teamwork;
- Previous experience within the UN system or other development agencies is an advantage;
- Proven experience in project coordination and community management in the field of area-based development approaches and/or climate change
- Strong understanding/experience of Lebanon's environment and climate change issues.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802