



Improving lives

TERMS OF REFERENCE

Field Officer – North Region

Location: Fair Trade Lebanon - Hazmieh

Type of Contract: CDD

Start Date: 10 August 2023

End Date: August 2024

Position Type: Full time

Project: ARE

Reports to: Fadia Kamel

HR contact: Michelle Jeanbart

PROJECT DESCRIPTION

This intervention's objective is to mitigate the adverse effects of rising food costs and decreased purchasing power on rural Lebanese livelihoods by

- a. Decreasing monthly expenditures by supporting Lebanese families with seeds, seedlings and compost that can provide nutritious, healthy food and;
- b. Improving farmer yields and income through training and sales of their crops to the local market

Fair Trade Lebanon is looking for a Field officer in the North, near Koura, to facilitate the farmers' outreach and the distribution of inputs.

DELIVERABLES

Activities

- MEET WITH LOCAL STAKEHOLDERS OF THE REGION (MUNICIPALITY, MOKHTAR, NGOS...)
- OUTREACH EVENT, ASSISTING THE FARMERS WITH THE SURVEY SUBMISSION
- DISTRIBUTION EVENT, DISTRIBUTE INPUTS TO FARMERS AND MANAGE A TEAM OF 5.

Trainings

- COMMUNICATE WITH BENEFICIARIES THROUGH WHATSAPP GROUP
- FOLLOW UP ON THE CROPS
- SHARE WITH BENEFICIARIES THE TRAINING MATERIALS

Communicating and Reporting

- MEET REGULARLY WITH OTHER OFFICERS TO EXCHANGE INFORMATION.
- PROVIDE TIMELY REPORTS TO THE DIRECT SUPERVISOR.

ACHIEVEMENT INDICATORS

- DELIVERING EXPECTED OUTPUTS IN A STRUCTURED AND PROFESSIONAL MANNER
- MEETING DEADLINES IN ACCORDANCE WITH WORK PLAN
- ADHERENCE TO THE FAIR TRADE STANDARDS, POLICIES AND GUIDELINES
- ADAPTING AND COPING WITH CHANGE
- COMMUNICATION RESPECTFULLY WITH BENEFICIARIES AND OTHER STAKEHOLDERS

QUALIFICATIONS

- MINIMUM OF 2 YEARS OF RELEVANT WORK EXPERIENCE IN DEVELOPMENT RELATED FIELD
- EXPERIENCE IN DESIGNING & FACILITATING TRAINING PROGRAMS, PARTICIPATORY PROGRAMS
- STRONG DOCUMENTATION, RESEARCH AND REPORT WRITING SKILLS
- WILLINGNESS TO TRAVEL TO MULTIPLE FIELD SITES WITHIN LEBANON
- COLLABORATIVE TEAM PLAYER
- DRIVES RESULTS

PREFERRED SKILLS

- WILLINGNESS TO COMMIT TO THE FAIR TRADE STANDARDS
- GOOD COMMUNICATION AND INTERPERSONAL SKILLS
- STRONG ORGANIZATIONAL SKILLS
- GOOD CULTURAL AWARENESS AND SENSITIVITY
- GOOD COMMUNICATION SKILLS
- GOOD TIME MANAGEMENT
- CREATIVE AND SPREADS ENERGY
- ENGAGED IN DEVELOPING SELF AND OTHERS
- A HIGH DEGREE OF SELF-MOTIVATION
- LANGUAGES: MOTHER TONGUE/ ENGLISH AND/OR FRENCH: VERY GOOD