



Improving lives

**TERMS OF REFERENCE
Coordinator Officer**

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: CDD

Languages Required: Excellent writing skills in English and French

Starting Date: 1/5/2023

End Date: 31/12/2023

Salary: Euros 80/session (131 sessions)

Department: Projects

Reporting to: Projects Director

Project: GIZ Sufa

PROJECT SUMMARY:

The SUFA project aims to improve the daily calories intake of 70,000 kids and adults (school children's parents, teachers and school staff) through the daily provision of healthy breakfasts/lunches, support local producers (at least 10 MSMEs and/or cooperatives) and increase 100 school staff', children and children's parents' awareness and capacities on food and healthy habits related topics through the creation of e-learning capsules targeting kids in public schools, their parents and staff.

ROLE AND RESPONSIBILITIES

- Communicate and coordinate with schools for activity planning and implementation.
- Manage and organize all paperwork related to field activities, ensuring accuracy and completeness.
- Create and organize schedules for various activities, including saj making, open days, and food box distribution.
- Assist the procurement officer in coordinating and ensuring timely delivery of goods required for activities.
- Assist the Senior Project Coordinator in implementing plans by providing on-ground support and feedback.

Qualifications:

- A Bachelor's degree in a related field is preferred.
- Minimum 3 years of experience
- Effective communication and interpersonal skills.
- Organizational abilities to support training logistics and documentation management.
- Familiarity with data collection processes and documentation.
- Ability to collaborate with beneficiaries to address their questions and needs.
- Willingness to participate in event organization and procurement support.

SKILLS:

- Willingness to commit to the Fair Trade standards
- Good communication and interpersonal skills
- Strong organizational skills
- Good cultural awareness and sensitivity
- Languages: Arabic/ English and/or French

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| Approved By: | Philippe Adaime | Date: | |
| Name and Signature: | | Date: | |