



## JOB DESCRIPTION FIELD OFFICER

**Location:** Fair Trade Lebanon  
**Type of Contract:** Contractual  
**Starting Date:** September 2024  
**End Date:** September 2025  
**Languages:** Arabic – English / French is a plus  
**Project Title:** ECONORTH  
**Deadline:** 28/8/2024  
**Contact:** Careers@fairtradelebanon.org

### SCOPE OF WORK

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#### OVERVIEW:

The Field Officer is responsible for ensuring the smooth execution of all FTL (Fair Trade Lebanon) activities in the North area. This role operates under the guidance and assignments provided by the Project Coordinator and plays a critical role in coordinating and overseeing field operations.

#### ROLES & RESPONSIBILITIES:

- Beneficiary Engagement:**
  - Organize and plan interventions with beneficiaries, including individuals, farmers, and cooperatives.
  - Foster positive relationships with beneficiaries, ensuring their concerns and needs are addressed.
- Training Support:**
  - Assist in coordinating with trainers to prepare training materials, snacks, and refreshments for training sessions.
  - Help manage training logistics to ensure sessions run smoothly.
- Documentation Management:**
  - Handle all supportive documents related to training, including attendance sheets, pre/post-test records, and evaluation forms.
  - Maintain accurate records and documentation of all training activities.
- Data Collection:**
  - Support data collection efforts for baseline assessments and MEAL (Monitoring, Evaluation, Accountability, and Learning) purposes.
  - Ensure data is collected accurately and in compliance with project requirements.
- Event Participation:**
  - Participate in the organization and coordination of events related to project activities, contributing to their successful execution.
- Beneficiary Follow-Up:**
  - Maintain regular contact with beneficiaries to ensure their understanding of training content and address any questions or concerns that may arise.

7. **Procurement Assistance:**

- Provide support in procurement activities, helping to secure necessary materials for project activities and ensuring adherence to procurement guidelines.

8. **Reporting Collaboration:**

- Collaborate with the Project Coordinator to collect and provide necessary data for project reporting.
- Assist in maintaining project documentation and reports.

**Qualifications:**

- A Bachelor's degree in agriculture or 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