

JOB DESCRIPTION

Field Officer

Fair Trade Lebanon — Coordination Division

Position Details

Location	Fair Trade Lebanon — designated area (extensive field presence)
Contract Type	CDD — Contractual
Languages	Arabic (required) · English · French (asset)
Reports To	Area Coordinator
HR Contact	HR Director
Works With	Senior Field Officer, Junior Field Officers, MEAL, Procurement
Posting Date	June 30, 2026
Deadline for Submission	July 14, 2026

Job Summary

The Field Officer (FO) is responsible for the direct implementation of project activities in the field. Working under the guidance of the Senior Field Officer and Area Coordinator, the FO ensures that training sessions, beneficiary engagement, data collection, and event support are carried out efficiently and in alignment with project objectives.

The FO plays a frontline role in maintaining strong relationships with beneficiaries, ensuring accurate field documentation, and supporting the overall operational flow of project activities.

Roles and Responsibilities

1. Beneficiary Engagement

- Organize and plan interventions with beneficiaries including individuals, farmers, cooperatives, and other target groups.
- Maintain clear and positive communication to ensure cooperation and satisfaction.
- Identify and report beneficiary challenges to the Senior Field Officer and Area Coordinator.

2. Training Support

- Support trainers during training preparation and delivery.
- Arrange training logistics such as materials, equipment, refreshments, and venue readiness.
- Ensure a smooth and structured flow of training activities.

3. Documentation Management

- Prepare and manage training-related documents (attendance sheets, pre/post-tests, evaluation forms).
- Ensure proper storage, accuracy, and timely submission of documents.
- Maintain photographic documentation and field records when required.

4. Data Collection & MEAL

- Conduct data collection activities for baseline assessments and MEAL requirements.
- Ensure the accuracy, completeness, and integrity of collected data.
- Report challenges in tools, procedures, or data quality to the Senior Field Officer and Area Coordinator.

5. Event Participation

- Support the organization and facilitation of project events, workshops, field days, and meetings.
- Handle logistics and mobilize beneficiaries for smooth event delivery.

6. Beneficiary Follow-Up

- Conduct follow-up visits and calls after training sessions or interventions.
- Gather feedback and help resolve questions or concerns.
- Report findings to the Senior Field Officer and Area Coordinator.

7. Procurement Support

- Assist in procurement-related logistics at the field level.
- Ensure timely distribution of procured items to trainers, beneficiaries, or field activities.
- Support stock tracking and reporting.

8. Reporting & Coordination

- Submit weekly field updates and activity reports.
- Provide quantitative and qualitative data to support project reporting.
- Coordinate closely with the Senior Field Officer and Area Coordinator to ensure compliance with activity schedules.

Key Performance Indicators (KPIs) — 2026

#	KPI	Metric / Target	Means of Verification	Weight
1	Activity Implementation Rate	95% of assigned activities completed monthly	Weekly work plan, activity tracker	30%
2	Documentation Accuracy & Submission	100% of documents submitted within 48 hours	Attendance sheets, training documentation	25%
3	Data Collection Quality	95% accuracy based on MEAL validation	MEAL validation sheets, spot checks	20%
4	Beneficiary Follow-Up	90% of beneficiaries contacted/visited within 7 days	Follow-up sheets, call logs	15%
5	Event & Logistics Support	100% of assigned events supported according to standards	Event checklists, photos, feedback forms	10%

Qualifications

- Bachelor’s degree in a related field is preferred. Agriculture Engineering is a plus.
- Minimum 3 years of experience in field operations or development-related work.
- Effective communication and interpersonal skills.
- Familiarity with data collection processes, MEAL tools, and documentation.
- Organizational abilities to support training logistics and documentation management.
- Strong communication skills in Arabic and English; French is a plus.

Key Competencies

Technical & Leadership	Interpersonal & Operational
<ul style="list-style-type: none"> • Commitment to Fair Trade values and standards • Field implementation and beneficiary engagement • MEAL data collection and documentation • Training logistics and event support • Procurement and distribution support 	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Cultural awareness and community sensitivity • Organizational and time management skills • Team collaboration and reliability • Willingness to commit to Fair Trade standards