



Terms of Reference

The Lebanese Center for Human Rights

Project Coordinator

Background:

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations. CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases. CLDH team on the ground supports initiatives aimed at determining the fate of all missing persons in Lebanon. CLDH regularly follows up on numerous cases of arbitrary detention and torture in Lebanon in coordination with Lebanese and international organizations, and with the United Nations Working Group on Arbitrary Detention WGAD and the UN Special Rapporteur on Torture. CLDH currently has 4 offices: Dora, Baouchrieh, Beqaa and Tripoli.

Job Profile:

The Project Coordinator reports directly to the Programs Manager and plays a lead role in the planning, implementation, and coordination of the "Free to be Me" project. The project coordinator will be responsible for managing the team.



Duties and Responsibilities:

- Develop a detailed work plan in accordance with the existing annual plan and the Theory of Change.
- Coordinate the timely implementation of the work plan with team members and raise emerging challenges to the SOGIE expert and the senior management for support and guidance.
- Initiate formal communication channels with team members for project updates, discussions, brainstorming, and any other relevant items.
- oversee the work and deliverables of team members and provide guidance and support where needed
- Develop, organize, and archive all project relevant documents
- Provide relevant departments with the requested data and tools for M&E purposes.
- Hold communication and coordination as per the mechanism with the SOGIE expert to ensure In-depth SOGIE integration, contextualization, and quality assurance
- Monitor project progress and make necessary adjustments to ensure the delivery of the item as per the work plan.
- Coordinate with the M&E officer for regular updates on the project's Monitoring and Evaluation (M&E) plan.
- Review and track the project budget in coordination with the Finance Officer
- Lead on donor communication in coordination with team members, SOGIE expert, and CLDH relevant senior management.

Qualifications:

- Minimum of 2 years' experience in a coordination position
- In-depth knowledge of the LGBTIQ+ context and LGBTIQ movement is preferable.
- Excellent communication skills and ability to work well within a team. Proficiency in Microsoft Office applications.
- Strong organization, leadership, and time management skills.
- Strong knowledge and skills in problem-solving and team conflict transformation.
- Fluency in English and Arabic languages, French is a plus.



Location:

The Project Coordinator is based in CLDH main office in Dora with visits to other CLDH Offices when and if needed.

Application:

Interested individuals should send their CV and Cover letter by email to recruitment@cldh-lebanon.org indicating in the subject line “Project Coordinator” by April 2, 2024.

The interview process will be ongoing and might end upon receiving a qualified candidate for the position.

Only shortlisted candidates will be contacted.

Applicants who have a personal relationship/association with a CLDH staff member are required to declare it in their email application.