



Terms of Reference

The Lebanese Center for Human Rights (CLDH)

Human Resources & Administrative Assistant

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, Bouchrieh, Beqaa and Tripoli.

Job Information:

Location: Dora Office

Department: Human Resources

Reports to: Human Resources Coordinator

Supervisory responsibility: None

Job Category: Level B

Salary Range: 800 – 900 USD

Job Posting period: From 10 April to 24 April 2025



Position Summary:

This role combines **HR and administrative support** responsibilities. It involves assisting with recruitment, onboarding, contract management, and employee documentation, while ensuring compliance with internal policies.

On the admin side, the role includes **front desk support**, liaising with suppliers, managing petty cash, assisting with procurement, and supporting the Center Coordinator with daily operations and beneficiary coordination.

Deliverable and Tasks:

HR Tasks:

- Support in the recruitment process, including screening, interviewing, and hiring phases.
- Post vacancies and calls on online platforms.
- Ensure a smooth onboarding process for new employees by setting up a meeting with all heads of departments.
- Ensure new recruits have all the necessary onboarding documents and equipment.
- Support in the compensation and benefits programs to ensure competitiveness and compliance.
- Ensure all contracts are up-to-date and compliant with CLDH policy.
- Ensure all employee documents are accurately filed and easily accessible.

Admin Tasks:

- Welcome beneficiaries at the Front Desk and provide assistance at the Center when necessary.
- Coordinate with the Logistic Officer for logistics-related matters when needed.
- Write and share minutes of meetings when needed.
- Manage Petty Cash, as per (mainly) beneficiaries' transportation.
- Support the Center Coordinator in the center coordination and relevant admin work.
- Follow up with team members regarding appointments, external referrals for beneficiaries, and other requirements.



Experience and Qualifications:

- **Education:** University Degree in Human Resources or any related field.
- **Work Experience:** 1 to 2 years of experience in a similar position.
- **Technical Skills:** Experience in supporting recruitment, HR functions, front desk support, and coordination of appointments. Experience in working in Human Rights / Humanitarian context.
- **Language:** Fluency in Arabic and English (oral and written) is required for this position. French is an asset.
- **Computer Skills:** Proficiency in Microsoft Office, Email, and communication tools, Virtual collaboration
- **Core Competencies:** Excellent communication skills and team player. Strong organization and time management skills.

Location:

The HR & Admin Assistant is based at **Dora office** with visits to other locations when needed.

Application guidelines:

Please read carefully:

Interested individuals should:

1. Send their CV by email to recruitment@cldh-lebanon.org indicate in the subject line “**HR & Admin Assistant**”, AND,
2. Fill the application form through the following link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=0cNp-fUXIEuHW8FN5JzdY5DrWpJRWFRBr0NtERJ9aFUOVdFSJIWTJMNuFLRVM3M0lURTk5QlpKUy4u>

The deadline for receiving applications and CVs is 24 April 2025.

Candidates who fail to send their CVs **AND** fill in the application form will be disregarded.
E-mails with no subject lines will be disregarded.



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 application.