



Terms of Reference

The Lebanese Center for Human Rights

Programs Officer - Social Worker (Nassim Center Tripoli)

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, Bauchi, Bekaa & Tripoli.

Duties and Responsibilities:

The Programs officer/Social Worker reports to the Deputy Programs Manager and, when required, to the Programs Manager. The duties and responsibilities are defined as per the following categories:

Programs Officer Tasks



- Assist in the planning, implementation, and monitoring of project activities.
- Support project finance requirements, including budgeting, expenditure tracking, and reporting.
- Contribute to qualitative and quantitative narrative reports for donors.
- Develop monthly and/or quarterly project journals and activity reports.
- Provide general administrative assistance to the Deputy Programs Manager and office staff.
- Ensure project activities comply and align with CLDH's operational policies and procedures.
- Actively participate in internal and external meetings, planning sessions, and collaborations with other team members and external stakeholders.
- Maintain accurate and up-to-date beneficiary records, including case notes and progress reports.

Social work Tasks

- Screen potential beneficiaries through phone calls and referrals, as well as incoming visits to Nassim Center – Tripoli.
- Identify potential cases through internal referrals, external referral mechanisms, and visits to detention centers.
- Develop and implement individualized case plans to address identified needs, including connecting beneficiaries with appropriate resources and services.
- Manage, Monitor and address incoming referrals through the Referral Information Management System (RIMS).
- Organize and lead case management meetings when necessary.
- Engage in community outreach activities to raise awareness of the program and its services.
- Provide comprehensive follow-up, including phone calls, WhatsApp messages, home visits, and field visits.
- Conduct regular needs assessments to follow-up on beneficiaries' situations.
- Maintain accurate records and documentation of beneficiaries' files.
- Ensure the confidentiality of cases and inform appropriate team members of updates.
- Refer beneficiaries to external actors and service providers as needed, using RIMS, the Interagency Referral Form, or the “self-referral” option.

Location:

This position is based at Nassim Center-Tripoli with occasional commuting to other CLDH offices' locations, when needed. Home visits are planned according to the beneficiaries' needs and the



interventions required.

The Programs officer/ Social worker is expected to be present in the office location but can work remotely one day per week with prior agreement from the line manager. Additional remote working days can also be agreed upon based on workflow and activity implementation.

Experience and Qualifications:

- University Degree in Social Work or any related field.
- Minimum 2 years of experience in a similar position.
- Experience in case management is highly desirable.
- Experience in Project management cycle.
- Knowledge of local resources and service providers.
- Great communication skills and team player.
- Proficiency in Microsoft Office, Email and communication tools, Virtual collaboration
- Organization and time management skills
- Fluency in English and Arabic (oral and written); professional use of French in is highly desirable.

Application:

Interested individuals should send their CV and cover letter by email to recruitment@cldh-lebanon.org indicating in the subject line “Programs Officer - Social Worker” maximum by October 22, 2024.

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 email application.