



Terms of Reference

The Lebanese Center for Human Rights (CLDH)

Protection Officer

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: Legal Aid

Reports to: Head of Legal Department

Supervisory responsibility: None

Job Category: Level C

Salary Range: 1200 – 1500 USD

Duration: Until end of December 2025 (renewable based on performance & funds)

Job Posting period: From 13 June to 25 June 2025



Position Summary:

The Protection Officer will monitor the hotline and act as the primary point of contact for detainees, their families, and referrals from outside. The work entails recording properly all requests on the system provided, conducting initial screenings, and referring cases to the Head of the Legal Department for review. The Protection Officer has on-time reporting of decisions, facilitates case referrals to lawyers by area coverage, and facilitates good communication between the legal team. Coordination in prisons involves document transfer, prisoner intake interviews, and interaction with prison authorities. The Protection Officer coordinates for the renewal of prison access permits every year, assists with the repatriation process for the migrant workers, and ensures documentation and reporting of all things, including communications and irregularities, according to internal procedures.

Deliverable and Tasks:

Hotline Management:

Keep the hotline operational and respond promptly to calls from:

Inmates

Families of detainees

Referrals from other organizations or individuals

Record each request in the designated system, including:

Full name

Mother's name

Phone number

Place of detention

Type of accusation

Date of arrest

Legal status in Lebanon (especially if the person is a foreigner)

Whether the individual has legal representation

Initial Screening and Follow-up:

Every three days, share newly collected cases with the Head of the Legal Department for review and a decision on whether to follow the case.

Communicate the decision back to the referring party.

Coordination with Lawyers:



Refer cases to lawyers according to their geographic responsibilities.

Maintain ongoing coordination and ensure smooth communication between legal team members.

Documentation and Prison Follow-up:

Transfer documents to and from prisons as required.

Conduct initial intake meetings with inmates in prison, collecting all necessary data and documentation.

Coordinate with prison authorities as needed.

Permit Renewal Preparation:

Collect all required documents and information from the legal team and other relevant staff to compile the annual renewal application for prison access permits.

Repatriation Support for Migrant Workers:

Accompany migrant workers to the General Security Office (GSO) to sign repatriation requests.

Pay the necessary repatriation expenses as approved.

Reporting and Escalation:

Immediately report any problems or irregularities to the Head of the Legal Department.

Maintain organized records of all activities and communication.

Experience and Qualifications:

- **Education:** Law or Social Work.
- **Work Experience:** 2 to 3 years of experience in a similar position.
- **Technical Skills:** Experience in
- **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 Protection Officer 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 **"Protection Officer"**, AND,
2. Fill the application form through the following link:
<https://forms.office.com/r/XimqniG8zq>

The deadline for receiving applications and CVs is 25 June 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.