





1. **Assignment title:** Senior Volunteer in Administration/Logistics in Lebanon
2. **Duration :** 5 months
3. **Location, Country:** Jdeideh, Lebanon



4. **Humanitarian context:** Lebanon hosts more than 36% of the Syrian families that have fled from Syria; 34% of these families are located in the Bekaa Valley (UNHCR, Sept. 2013). Adding to this high influx, a consistent number of Lebanese Returnees families (about 25% of the total influx according to GVC NC data) are hosted in the same area.



The Bekaa Valley is considered one of the poorest regions in Lebanon (11-25% of extreme poverty), the livelihood of border areas became more challenging due to the closure of the borders with Syria and the presence of high numbers of refugees living these areas.

According to GVC NC data, this is also the case of North Bekaa in which more than 1800 families have been residing in the last 4 months.

Moreover, North Bekaa is characterized by low housing opportunities, very low employment opportunities (the employment rate of the assessed families ranges from 72% in Syria to 9% in Lebanon) and weak and unstructured provision of public services for the communities.

Even though the arrival rate is below the peak registered in May 2013 (in correspondence with the battle of Qusair), the influx remains stable with an average of 70 families per week on the basis of the analysis of the last 4 months trend. It is important to remember that, as the recent events have shown, the influx in this area is strongly affected by the events on the Syrian side of the border, so it is reasonable to predict an increase of the influx every time a substantial change of the situation is recorded in the South-West areas of Syria.

The figures analysed showed a dynamic but persistent influx of new arrivals in the area leading to a worsening of the hygienic condition, a deteriorating of the coexistence among refugees and host community and saturating the available public services.

Even considering a reduced influx, the new arrivals will be added to the current substantial presence of refugees who are in demand of immediate assistance.

**5. Security conditions:** In view of the situation in Lebanon in terms of security, all the necessary instructions and security manuals and rules will be given to the EU Aid Volunteer.

**6. Expected starting date:** June 2014

**7. Local host organization:** The EU Volunteer will be coordinated by GVC Lebanon ([www.gvc-italia.org](http://www.gvc-italia.org)) who is the organization responsible for the implementation of activities.

**8. Brief description of the organization project:** GVC has been working in Lebanon as part of emergency programs since 2006, after the Israeli attack that affected the whole country and especially the territories of the Southern region, the most hit area.

It is currently operating in the North of the country, in the Northern Beqaa Valley, with programs mainly targeted to humanitarian assistance for displaced persons from Syria and support the host community.



The programs provide for actions that follow two main lines: the first emergency support with the distribution of winter equipment (mattresses, blankets, fuel, stoves, multi-purpose rooms for heating and cooking, insulation materials for homes), distributions of food and to ensure minimum standards of hygiene at the household level (hygiene kits for adults and children, and hygiene awareness campaigns with a focus aspects is that sanitary toilets, construction of emergency latrines with integrated sinks); measures to ensure the integrity of the water supply at Community level (supply of kits for water purification, laboratory testing, installation of tanks and networks water distribution to small-scale); interventions to minimize the demographic impact on the host community (short-term management of waste, both in terms of deposits and waste treatment).

**9. Objective(s) of the assignment:** Support the administrator and coordinator of GVC Beqaa in the administrative, financial and logistic tasks foreseen in the projects and activities.

The goal of the volunteer in terms of learning is to increase knowledge in terms of procedure and management of the project activities in the context of emergency response, with particular reference to the planning and monitoring. He/she will gain methodological tools and working experience to become unique in the case of short-term interventions and characterized by an exceptionally rapid deployment.

#### **10. Description of tasks:**

##### **- Technical tasks:**

- a) Support the administrator in the accounting of the project in relation to: expenditure plan, accounting management;
- b) Support the Project Manager, in coordination with the logistic expert and the administrator, in the maintenance of documents relating to the activities of the project in relation to the organization of the archive;
- c) Keep and archive the various types of documents (lists of beneficiaries, procurement procedures, photographic documentation, visibility of project);
- d) Organize the monthly working program with the coordinator;
- e) Participate and support all the other activities required for the proper development of the mission.

##### **- Tasks of communication and awareness:**

- a. Promote local volunteering in the Humanitarian Action;
- b. Write and publish 2 monthly articles and send information/material to the Communication Officer about the current volunteering experience;
- c. Collect audiovisual information to be used on the return to Europe during the awareness activities in the own environment;
- d. In coordination with NGO partners of the project, organize and implement awareness activities on the return to Europe.



### - Tasks of leadership of the team:

Be the focal point and support for the other EU Aid volunteer participating in the same mission.

### 11. Living conditions:

- **Accommodation:** GVC Lebanon Staff will support the EU Aid volunteers in the search of a safe location to live.
- **Transportation:** Displacements will be reduced due to security conditions and will be done under the direction of local staff. All security directions will be given by GVC.
- **Food:** The Lebanese diet focuses on herbs, spices, and fresh ingredients (the Lebanese rarely eat leftovers), relying less on heavy sauces. Mint, parsley, oregano, garlic, allspice, nutmeg, and cinnamon are the most common seasonings.
- **Prices:** The Lebanese Pound is the currency of Lebanon.
- **Health:** In general the health situation is good. There are no endemic diseases and there are no compulsory vaccinations for those coming from Europe. The private hospitals are generally good.
- **Language:** The official language of Lebanon is Arabic.

### 12. Conditions of service:

- The monthly allowance intends to cover accommodation, basic needs and local transport.
- Visa fees, insurance and airfares will be covered.
- The working calendar will be corresponding to the agenda and organizational system established on the field. For each month of voluntary activity two days of rest are foreseen.

### 13. Qualifications/Requirements:

#### - Studies:

Degree in Economics or alternatively other courses of study that included Economic topics.

#### - Experience:

- a. Experience in volunteering desired;
- b. Excellent knowledge of Excel, and good general knowledge of the full Office suite;
- c. Good ability to adapt to unstable situation in terms of security (in particular in case of evacuations operating officer).

#### - Languages:

Very good knowledge of either Spanish, Italian or German.

In addition to one of the languages mentioned before, very good English is required (level equal to or higher than B2)

