



CTM is an Italian NGO established in Lecce (Italy) in 1985 and working in Lebanon since 1991. In Lebanon, CTM has implemented over 14 socio-economic development and emergency projects benefiting the most disadvantaged groups of the country population. In collaboration with Ghassan Kanafani Cultural Foundation – GKCF and Unione Italiana Sport per Tutti – UISP, CTM is now implementing the project “Strengthening of social and educational services for minors in Palestinian refugee camps of Mar Elias, Burj Barajneh and Rashidieh in Lebanon” - AID10339/CTM/LBN. The project, co-funded by the Italian Ministry of Foreign Affairs and International Cooperation, aims at improving the living conditions of the child population in the Palestinian refugee camps of Mar Elias, Burj Barajneh and Rashidieh in Lebanon, by increasing and enhancing social and educational services provided in GKCF Centers. Within the framework of this project, CTM is seeking for a:

PROJECT ASSISTANT

TASKS AND DUTIES

Under the guidance and direct supervision of the Project Manager, the incumbent assists in the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of project activities. In particular, the Project Assistant:

- Assists the Project Manager in the supervision and support of project activities
- Follows up the project activities in the field to ensure that the technical aspects of the project are in line with project objectives;
- Liaises with other project team members, partners, as well as with national and international consultants and other stakeholders;
- Make pertinent logistical arrangements for the prompt and effective implementation of the project activities; provide support to international consultants in the implementation of their tasks for the achievement of project results (for example communication, agenda, visas, reservations as needed);
- Organize and participate in project internal and external meetings, according to coordination needs, keeping records and minutes of meetings;
- Write and /or translate routine reports and documents, and assist with the development of project materials;
- Collect vouchers, invoices, expenses receipts and reports accordingly with periodical narrative and financial reports;
- Assist in the project visibility plan, including PowerPoint presentation, documents drafting, stickers and banners creation among others;
- Maintain calendars, receive and compose communications as correspondence and letters; deal with certifications, tender documentation, contracts, project close-out documentation and permit process requirements;

- Order and maintain stationery and equipment supplies;
- Perform all required clerical duties.

REQUIRED QUALIFICATIONS

- Bachelor degree in any relevant field (human sciences, economics, law, public administration or other related fields)
- Two years of working experience; experience working with NGOs is an asset
- Fluency in English, both spoken and written
- Arabic native speaker
- Good attitude to problem-solving; proactive approach to task management
- Excellent self-motivation and commitment; ability to cope with strict deadlines in a complex environment:
- Commitment to work with flexible office hours
- Excellent interpersonal skills
- Good computer literacy (Word, Excel, Power Point, mail clients, etc.)
- Valid driving license
- Additional qualifications in project cycle management and / or international cooperation and / or other related field are considered an asset
- Good sense of humor

DUTY STATION

Beirut, with extensive travels to Tyre.

HOW TO APPLY

Applicants should send a CV (no longer than 3 pages) and a motivation letter, both in **PDF format**, to: marco.landi@ctm-lecce.it Deadline for application is **July 08, 2016, at 18:00**. Only shortlisted candidates will be contacted for an interview. CTM is an equal opportunity employer: female candidates are encouraged to apply.