

**Terms of Reference
PROGRAMME OFFICER**

BACKGROUND

LAW is an independent, non-profit organisation comprised of human rights lawyers and jurists working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most. LAW's ground-breaking work has received international and local media coverage, and recognition.

The Syria conflict has provoked “the world's largest humanitarian crisis since World War II”. Over 14 million people are estimated to be in need of humanitarian assistance inside Syria, 6.6 million displaced within Syria (United Nations Office for the Coordination of Humanitarian Affairs UNOCHA) and more than 5.6 million registered refugees beyond Syria's borders, the vast majority hosted by neighbouring countries. Between October 2019 and January 2020 alone, over 390,000 Syrians have been internally displaced due to the ongoing military offensive in Idlib, 80% of them women and children. Civilians have been the main victims of the conflict.¹ Serious human rights violations such as rape and sexual violence, arbitrary detention, enforced disappearances, forcible displacement, and summary executions emanate from all parties to the conflict.

Women have been targeted differently than men during military conflict and wars. Women in Syria were and are subject to discrimination and gender-based violence. This fact should not obscure the role they have played in the uprising, nor their active organising to resist violence and enhance their participation in negotiation, peace-building and engendering constitution processes. Men are also victims of gender-based violence, a phenomenon that in many cases remains invisible.²

Syria Programme

From October 1st 2019, a consortium led by Euromed Feminist Initiative is implementing *Enhancing women's participation in decision making and peace building processes in Syria*.

LAW provides support to survivor associations, capacity building of Syrian lawyers and works towards victim centred justice for serious human rights violations and abuses. The programme seeks to increase access to justice for women and girls, those who have suffered from gendered crimes, and LGBTIQI communities.

LAW is currently looking for a dynamic individual with excellent organizational skills, who relishes the opportunity to advance respect for survivor's rights in a challenging and ever-changing

¹ https://eeas.europa.eu/delegations/syria_en

² Check L. Khattab, H. Myrntinen, “‘Most of the men want to leave’ Armed groups, displacement and the gendered webs of vulnerability in Syria”, International Alert, July 2017. Further details related to the present project have been added to the full proposal.

<https://www.international-alert.org/publications/most-of-the-men-want-to-leave>

context. The Programme Officer will work closely with LAW's Syria programme team in the implementation of the programme and support the Programme Manager in the smooth running of LAW's activities from the Lebanon office. The successful candidate must be able to work independently and remotely, as well to coordinate and work closely within an effective and motivated team.

The Programme Officer will be based in Beirut, Lebanon. The Programme Officer will be responsible for working in close coordination with LAW's Syria programme team and LAW's partners under the programme, as well as supporting LAW's engagement with external stakeholders, such as survivors' groups and relevant legal mechanisms.

POSITION DESCRIPTION

Reports to:

Syria Programme Manager,

Duration:

February_2021 until September 2021

Location:

Beirut, Lebanon

Hours:

Full-time, 40 Hours per week

Functions/Key Deliverables Expected:

The Programme Officer will perform duties and responsibilities in accordance with the responsibilities outlined below:

- Support programme implementation by for example, organizing events and regular workshops and panels related to programme activities, undertaking ad hoc research and drafting, and communicating with external partners and stakeholders;
- Provide administrative support to LAW programme staff and wider team members, such as consultants, implementing partners and programme lawyers, by liaising regularly with LAW Finance and Human Resources (HR), undertaking and overseeing tasks as part of internal and external admin processes, and devising mission schedules.

Programmatic:

- Act as administrative focal point for programme lawyers and partner organizations, including providing guidance on administrative duties such as invoicing and setting up meetings;
- Contribute to drafting reports by undertaking ad hoc research and analysis work;
- Provide information on the programme and refer to appropriate internal and external service providers with supervision from Programme Manager;
- Organize and take notes of meetings with human rights advocacy groups and documenters, including women's groups and LGBTQI organizations;
- Assist with the organization of events intended to connect survivors and survivors' associations with relevant justice mechanisms; and
- Organize advanced and intensive training courses.

Administrative:

- Undertake financial and administrative duties related to the running of the programme under direction of Programme Manager, such as procurement and financial compliance processes, assisting with recruitment and human resources, banking duties, maintaining office supplies, managing diaries, and handling correspondence;
- Liaise regularly with LAW Headquarters, Human Resources, and Finance, to ensure that administrative procedures are being followed accurately, kept under review and up-to-date, and disseminated to programme team;
- Take ownership of individual workplan and internal administrative calendar to ensure progress is being made towards programme goals and key deadlines are being met with respect to Finance and/or HR requirements;
- Attend and contribute to meetings with partners and key stakeholders;
- Contribute to drafting and preparing financial reporting; and
- Assist with the planning of missions, including organizing flights and accommodation, security personnel and equipment, and preparing mission schedule based on programme objectives.

Experience, Skills and Qualifications:

- Bachelors' degree, preferably in human rights, humanitarian protection, refugee studies, international relations or other relevant subject;
- Two years' experience working within the NGO sector, preferably as part of a human rights, legal aid, or legal accountability programme;
- Two year's experience providing administrative assistance within the NGO context, for example demonstrated experience of dealing with programme expenditures, overseeing compliance procedures, or undertaking HR duties;
- Good knowledge and understanding of the Syrian context, gained through experience working on issues related to the Syrian conflict;
- Excellent written and oral skills both in Arabic and English,
- First-class administrative and organizational skills;
- Proficiency in Microsoft Office Suite and strong technical literacy;
- Strong communication and interpersonal skills with the ability to work independently and take initiative;
- Ability to meet deadlines and take on tasks from beginning to fulfilment;
- Flexibility; someone who is familiar with the volatile and unpredictable nature of working in post conflict environments;
- Ability to develop strong interpersonal relationships at all levels through excellent negotiation and communication skills.

Preference / desired requirements:

- Qualified lawyer with minimum 1 years demonstrated experience
- Two years' experience working with vulnerable groups, such as survivors of gendered violence and gendered crimes and/or Housing Land and Property;
- Experience or background working on human rights within the Syrian context;
- Experience working with international NGOs

Travel within the region may be required.

Deadline for applications: Sunday 24th January 2021

Start date: Earliest Opportunity / February 2021

HOW TO APPLY

Please email a CV and statement of interest in English (neither exceeding 2 pages of A4) on or before 24th January 2021 to: recruitment@legalactionworldwide.org.

The subject of the application should read '**Programme Officer Syria**'.

- Only shortlisted candidates will be contacted for interviews.
- LAW is an equal opportunity employer.
- Women are particularly encouraged to apply.