



Scope of Work for the field coordinator in Batloun village under the (Improving Solid Waste Management and Reducing Organic Waste) project

PROJECT FUNDED BY: USAID BALADI CAP

POSITION: FIELD COORDINATOR

JOB LOCATION: Batloun village / Maasser el Chouf (Shouf Biosphere Reserve park house)

ROLE DESCRIPTION:

The scope of work sets for the terms and understanding between Al-Shouf Cedar Society (ACS) and the field coordinator in Batloun village to perform the set of activities within this project

KEY RESPONSIBILITIES:

- Assistance in holding one Kick-Off meeting in Batloun.
- Support in creating a database for stakeholders and land use in Batloun (central authorities, local authorities, restaurants, NGOs, schools, hotels, snacks...)
- Supporting the Inception Meetings/Workshops or Town Hall meetings in Batloun.
- Produce training, educational and communicational materials.
- Assistance in forming one advisory committee in Batloun of 10-12 members
- Helping in launching 3 rounds of waste sampling in Batloun, at the beginning, middle and end of the project to categorize waste.
- Assistance in conducting Training of Trainers (ToT): Two types: 2-day training for Advisory Committee, NGOs, and Municipality staff; and 1-day training in Batloun.
- Following up with training on Backyard Composting for both residential and public spaces.
- Following up with trainings on the introduction of the “doggy bag” concept.
- Support in Conducting an Awareness Campaign (two phases) for residents on harmful effects of current solid waste management practices and importance of sorting organic fraction at source.
- Prepare a documentary about the project along with a TVC.
- Produce a guide for solid waste reduction criteria
- Helping in the organization of three closing events in Batloun
- Support the implementation of one pilot back yard composting units in Batloun
- Supporting all visibility actions
- Assist project coordinator in the administrative assignments
- Able to collect data and to monthly report to ACS
- Full time dedication to the job
- Support in monitoring and evaluation of the project

REQUIREMENTS FOR POSITION:

- Fluent in Arabic and English (Oral and written)
- Computer literacy, including knowledge of Microsoft Office applications, basic software applications and familiarity with the internet and email communications
- Fundamentals of work organization, scheduling, process development and data/quality control
- Active and enthusiastic
- Has good communication skills
- Should be citizen and resident in Batloun
- Key person in his/her village

EDUCATIONAL QUALIFICATIONS/ EXPERIENCE:

- Bachelor Degree
- Two year of professional experience in similar field

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STARTING DATE: July 2017

ENDING DATE: 04 June 2018

WORK LOCATION: The field coordinator will be working mainly between Shouf Biosphere Reserve park house and Batloun village

NOTE: Only short listed candidates will be contacted

Date: July 4, 2017

Al-Shouf Cedar Society