



Child to Child Program

CtC Program Assistant-Full Time Terms of Reference

ARC is a not-for-profit organization active in human and material resource development in health, education and community development. The CtC program works with local, regional and international partners to disseminate knowledge, build capacities and promote the importance of Child to Child in Arab countries.

ARC is seeking an assistant to the CtC program Coordinator for immediate employment in its offices in Beirut.

Purpose of position:

To provide general support to the CtC Program Coordinator both administrative and programmatic.

A. Tasks: The post-holder will assist the coordinator in the implementation of the CtC program. This includes:

1. **Follow up CtC relevant action research sites (including developing health education lesson plans, follow up and documentation)**
2. Organize the logistics of the program's events and activities, mainly workshops and field visits. The logistics include such tasks as travel, accommodation, exhibiting and selling resources, etc
3. Minute the meetings and ensure the follow up on action points.
4. Follow-up on program components (ex: workshop reports, newsletters, capacity building processes, resource production etc...)
5. Assist in developing annual work plans, and ensure and monitor their implementation.
6. Assist in ensuring that the CtC section of the website and directory are regularly updated.
7. Ensure the smooth running of the program when in the absence of the Coordinator.
8. Attend meetings and events organized by ARC and the CtC program if and when is requested to.
9. Demonstrate commitment to ARC's core values especially to the child protection policy.
10. Undertake any other program relevant related tasks as requested by the CtC Coordinator.

The assistant shall report directly to the CtC Program Coordinator. Both of them implement their tasks within the CtC Team, and the Childhood Team.

B. Minimum requirements:

1. BS or its equivalent in education or health (preferably in health education).
2. **Ability to plan, implement and evaluate a health education session in schools/child centers using active learning methods.**
3. Research and documentation skills.
4. Punctual and organized.
5. Good interpersonal skills and ability to work in a team.
6. At least one written recommendation by previous employer.
7. Experience working with school-age children in an educational setting is a must.
8. Fluent in English and Arabic. French is an asset.
9. Computer literate (Arabic and English).
10. Ability to handle work pressure especially in combining field and office work.
11. Facilitation skills are a must.
12. Ability to travel.
13. Able to start work immediately.

C. Remuneration:

1. Salary based on qualifications.
2. NSSF benefits.
3. Transportation.
4. Possibility to grow within the organization.

For more application please send your CV and a letter of intent to **ctc@mawared.org - arcleb@mawared.org** by April 15, 2006.