

Field NTS Assistant

Background

DCA Lebanon has worked in mine action since 2007. In addition to reducing the harm from explosion, clearance activities also release contaminated land for socio-economic development in the context of rising demands from the local and refugee population. In 2012, DCA began implementing humanitarian and development projects through local partners and scaled up its operations in 2021 due to the deepening crisis in the country.

For further information about DCA please refer to our website: [Lebanon \(danchurchaid.org\)](http://Lebanon.danchurchaid.org).

Role

The objective of this position is to support a Non-Technical Survey Officer in gathering and analysing data on communities affected by Explosive Ordnance (EO) to inform risk reduction efforts through four main key aspects: Support NTS Officer, Data Collection Assistance, Data Entry, and Reporting.

Responsibilities

- Assist the NTS Officer with preparing survey instruments by ensuring clarity and understandability of questions for the target audience and cultural appropriateness of the language and content in addition to proper formatting for ease of data collection and analysis.
- Responsible for conducting Survey Operations without immediate supervision and is in charge of his own team.
- Participate in conducting interviews and focus group discussions alongside the NTS Officer, following established protocols.
- Accurately and legibly record responses on paper forms or electronically using tablets or laptops.
- Maintain data collection tools and equipment (e.g., tablets, recording devices, extra batteries, paper forms) in good working order and report any equipment malfunction or damage to the NTS Officer promptly.
- Enter collected data into spreadsheets or databases, ensuring accuracy and consistency and work closely with the NTS Officer to resolve any data quality issues.
- Support NTS Officer in organizing and summarizing collected data by creating tables, charts, or other visual aids.
- Assist with preparing basic reports and presentations to communicate findings to stakeholders (with guidance from the NTS Officer).

Experience and Technical Competencies

- At least 12 months in working with Humanitarian Mine Action and involved in surveys.
- Prior experience in data collection or research assistance.
- Experience working in a community setting or with INGOs.
- Completed an NTS course and a Manual Mine Clearance/Battle Area Clearance course.
- Proficiency in entering data accurately and efficiently into spreadsheets or databases.
- Experience with IMSMA Core (Information Management System in Mine Action) and GIS (Geographic Information Systems).
- First Aid and Basic Safety Training (Being prepared for potential hazards in the field is important).
- **A valid driving license is required.**

Education, Languages, and Skills

- Relevant education.
- Fluency in the local language of the project area.
- Proficiency in written and spoken English language.
- Strong written and verbal communication skills to effectively document information, communicate with team members, and potentially interact with community members.
- Ability to organize and manage data in a clear and consistent manner, with a keen eye for

detail to ensure accuracy.

- Ability to work effectively with others, build rapport with people from diverse backgrounds, and maintain a professional demeanor.
- Ability to work independently, meet deadlines, and demonstrate commitment to quality work.
- Proficiency in using basic computer applications like Microsoft office.
- Strong computer literacy and a willingness to learn new technologies.
- Understanding and respect for different cultures and customs are essential when working in community settings.
- Ability to work collaboratively with the NTS Officer and other team members.
- Adaptability and flexibility to work in potentially challenging environments.
- Ability to learn new things quickly and work effectively under supervision.
- Strong interest in humanitarian work and community development

Reporting

- Regular reports on the performance and services will be submitted to the NTS/EORE Officer on a weekly basis.
- Regular check-ins and feedback sessions will be conducted to ensure effective coordination and support.

DCA offers

- 6-Month contract; renewal is based on performance.
- Good colleagues in a rewarding and empowering workplace.
- An interesting and challenging experience, addressing humanitarian needs.
- Training opportunities to help you grow professionally.
- Employees will undergo a comprehensive orientation and training program to familiarize themselves with the humanitarian standards, data entry systems, and distribution procedures.

Interested? Then apply for this position by clicking on the **APPLY** button.

Please note all qualifications will be verified before formal job offer. Only short-listed candidates will be contacted.

All applicants should send a cover letter and an updated CV no longer than four pages, both in the same language as the vacancy note. Your CV should also include contact details of three professional referees.

Applications submitted elsewhere will not be taken into consideration.

The deadline for applications is the **23rd of June 2026**.

DCA is an equal opportunity employer. All interested candidates irrespective of age, gender, disability, religion, or ethnicity are encouraged to apply for the vacancy.

Everyone applying for a job with DCA must be ready to comply with our Prevention of Sexual Exploitation, Abuse, and Harassment Policy and our Child Safeguarding Policy. For more information on DCA, see www.danchurchaid.org.