

Call for Volunteers

Background

DCA Lebanon aims to ensure safe access to land by clearing it of landmines, cluster munitions, and other unexploded ordnance. DCA has been involved in mine action since 2007, reducing the harm from explosions, as well as clearance activities release contaminated land for socio-economic development, addressing the rising demands from the local and refugee populations.

Since 2012, DCA has been implementing humanitarian and development projects through local partners in the areas of education, livelihoods, protection, and basic assistance, supporting vulnerable communities.

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

Role

The volunteer will support in providing timely and effective assistance to internally displaced people (IDPs), returnees, and host communities during emergency and early recovery situations. The key focus will be on data entry, distribution of hygiene and food kits etc.. and offering support to these populations during distribution of kits or other activities. The volunteer is also expected to facilitate coordination among DCA's and partner team members to ensure a seamless flow of work.

Responsibilities

- Providing timely and effective activities in the different areas where DCA is implementing its projects.
- Overseeing activities and assisting in workshops.
- Accurately enter relevant data into the designated databases.
- Maintain data confidentiality and adhere to data protection protocols.
- Assist in the organized distribution of kits and other items as per the activity designed in the specific area.
- Provide assistance and support to the population targeted in the different distribution locations.
- Collaborate with team members to coordinate tasks and activities.
- Facilitate communication among team members to ensure a smooth workflow.
- Assist in the delivery of EORE sessions.
- Assist in any other duties as may be deemed necessary.
- Maintain accurate records of distributed items and data entry activities.
- Prepare regular reports as required by the activity lead, program coordinator, or senior program officer.
- Report challenges or bottlenecks to the designated supervisor for prompt resolution.

Experience and Technical Competencies

- Previous experience in volunteering or similar roles is an advantage.
- Basic computer skills for data entry tasks.

Education, Languages, and Skills

- Ability to handle sensitive information with confidentiality.
- Good communication and interpersonal skills.
- Compassion, patience, and sensitivity when working with vulnerable populations.

Reporting

- Regular reports on the performance and services will be submitted to the Head of Program on a weekly basis.
- Regular check-ins and feedback sessions will be conducted to ensure effective coordination and support.

DCA offers

- 3-Month contract with the potential for an extension.
- 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.

The location for this position will be in Beirut Office with regular visits to: Nabatiye, Tyr, Saida, Beirut, Baalbeck, and Bekaa.

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 **14th of May 2025**.

Due to the urgency to fill this position, applications will be reviewed on a rolling basis, and DCA has the right to interview, select, and send job offer prior to the closing date.

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.