

# NTS Team Member

## 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 conduct Non-Technical Survey tasks and providing socio-economic impact data to enable the prioritization of clearance tasks based on impact. The position requires a person with mid experience in coordination and planning at all levels of governance as well as proven experience of assessments, reporting, and analysis in relation to Non-Technical Survey (NTS).

## Responsibilities

- Support Team Leader in preparing for community interviews and field visits.
- Ensure all materials and equipment prepared for field visits.
- Ensure full compliance with DCA NTS SOP.
- Report directly to NTS Team leader for planning, monitoring, and NTS/ management.
- To assist the Team Leader in standardizing DCA's SOPs and policies related to NTS.
- Prepare weekly, monthly, and yearly plans if requested.
- Prepare weekly/monthly internal and external reports, analysis, and data, as tasked by the Team Leader.
- Any other reasonable task, conducive to the safe and efficient running of the programme, as detailed by the Team Leader.
- Ensure team vehicle is prepared and has sufficient fuel for field visits.
- Conduct community interviews and field visits under the supervision of the Team Leader.
- Assist the Team Leader with internal and external logistical issues related to NTS.
- Complete internal DCA and IMSMA forms.
- Carry out other tasks as dictated by changing circumstances or as required by OM.

## Background

- 1 to 2 years' experience within the humanitarian sector, preferably mine action program.
- Practical experience of mainstreaming gender in development, advocacy, or humanitarian work.
- Practical experience in Monitoring and Evaluation.
- Experience in using GIS is an advantage.
- **Public driver's license (required).**
- Previous experience in adhering to and enforcing safety protocols and security measures in mine-action operations.
- Experience in managing and maintaining clearance equipment, ensuring functionality and readiness.
- Relevant education.
- Excellent interpersonal and communication skills.
- Systematic and organized in approach, with the ability to work on own initiative including accuracy, consistency, attention to detail, and tenacity.
- Ability to meet deadlines and work calmly under pressure with limited supervision.
- Previous experience in insecure environments and able to work effectively under stress & to adapt to difficult conditions.
- Written & verbal proficiency in English and Arabic is preferred.
- Very good computer skills are essential.

- Ability to vary work styles, follow procedures, and meet deadlines.
- Proven ability to learn quickly and to take initiative.
- High professional standard of work ethics, as well as the willingness and ability to enforce compliance with DCA and donor policies.

#### **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](http://www.danchurchaid.org).