

Field Team Member

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).

Role

The Field Team Member will support the implementation and delivery of project activities, ensuring that the project's objectives are met within the defined timeframe and budget.

This position plays a key role in ensuring effective community engagement, data collection, and reporting, contributing to the overall success of the project.

Responsibilities

- Support the implementation of project activities by conducting outreach, facilitating data collection, organizing awareness sessions, and ensuring smooth coordination with stakeholders.
- Provide feedback, compile reports, and foster positive relationships with the community.
- Actively engage with community members, local stakeholders, and beneficiaries to ensure effective implementation of project activities.
- Work closely with the Program Coordinator to ensure that all project activities are executed in line with the approved plans and guidelines.
- Maintain ongoing communication with project partners, ensuring that any issues or concerns are addressed promptly.
- Implement project activities as per the project plan, meeting deadlines and ensuring that goals are achieved.
- Ensure proper outreach activities are conducted to reach the relevant beneficiaries, maximizing project impact.
- Collect and maintain accurate data and information from the community and/or households, including conducting assessments and surveys.
- Organize and lead awareness sessions on various topics related to the project's objectives.
- Compile and submit regular reports on progress, challenges, and successes to the Program Coordinator.
- Ensure that beneficiary concerns, feedback, and complaints are addressed in a timely and respectful manner.
- Provide constructive feedback and recommendations for improving project implementation.

Experience and Technical Competencies

- Minimum of 1 year of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, and/or coordination.
- Experience working with the UN system, local, and/or international NGOs is desirable.
- Proven skills in data collection, compilation, and analysis.
- Experience in facilitating meetings, workshops, and awareness sessions.
- Strong understanding of project management principles and humanitarian response

frameworks.

- Ability to work effectively with diverse teams and stakeholder

Education, Languages, and Skills

- Secondary school certificate is required. A Bachelor's degree in any discipline is preferred and considered an asset.
- Fluency in spoken and written Arabic is required.
- Knowledge of English is desirable and considered an asset.
- Strong communication and interpersonal skills, with the ability to build relationships with community members and stakeholders.
- Excellent organizational skills, with the ability to manage multiple tasks and priorities effectively.
- Problem-solving skills and the ability to address challenges in a proactive manner.
- Proficiency in Microsoft Office and other relevant tools for data collection and reporting.
- Ability to work under pressure and in challenging field conditions.
- A strong commitment to the principles of humanitarian aid and community service.

Reporting

- Regular reports on the performance and services will be submitted to the Program Coordinator 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.

This position is based in Beirut with regular visits to Bekaa and South of Lebanon.

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 **2nd of November 2026**. 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