

EORE Assistant

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 objective of this position is to support the EORE Officer in gathering and analysing data on communities affected by explosive ordnance (EO) to inform risk reduction efforts through four main key aspects: Support EORE Officer, Data Collection Assistance, Data Entry, and Reporting.

Responsibilities

- Report to the EORE Coordinator Officer.
- Assist the EORE 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.
- Support the EORE Coordinator in design and plan EORE interventions in target communities (Prepare a Monthly Implementation plan).
- Conduct EORE training sessions for community members, including children, women, and vulnerable groups.
- Organize and facilitate EORE community meetings to raise awareness and promote safe behaviours.
- Coordinate EORE outreach activities, including distributing EORE materials and conducting door-to-door visits.
- Maintain accurate records of EORE training participants, community outreach activities, and incident reports
- Demonstrate cultural sensitivity and respect for local customs, traditions, and beliefs during EORE activities.
- Provide the Information Management Officer with IMSMA reports that are to be submitted to the RMAC/LMAC.
- Enter collected data into spreadsheets or databases, ensuring accuracy and consistency and work closely with the EORE Officer to resolve any data quality issues.
- Support EORE 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 EORE Officer).

Qualifications

- A secondary certificate.
- At least 12-month working within a crisis context, working in Humanitarian Mine Action is desirable.
- 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 is a plus.
- 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) is a plus.

Reporting

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

DCA offers

- 5-month contract
- 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 pending funding.

Location is based in Beirut with frequent field 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 **30th of January 2025**.

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.