

HAMAP-HUMANITAIRE IS HIRING

Project Officer National

Position title :	Project Officer
Duty station:	Beirut, Lebanon
Contract duration:	11 months (extension subject to funding)
Working hours:	Full-time

HAMAP-Humanitaire <https://hamap-humanitaire.org>

Halte aux Mines AntiPersonnel (HAMAP)-Humanitaire is a French NGO, established in 1999 to contribute to the struggle against mines and the risks it presents to civilian population. HAMAP-Humanitaire is active in 13 countries and pursues a mission of support to local partners from the need assessment, through project conception and to its sustainable implementation. HAMAP-Humanitaire diversified its field of activity, to encompass three sectors: Engineering (WASH, construction, energy), Health and Mine Action.

Requirements and job status

Minimum education: Bachelor

No of jobs: 1

Minimum experience: 5 years

Published date: 18th September 2026

Required travel: Yes

Deadline date: 29th September 2026

Start date: October 2026

Description

HAMAP-Humanitaire's Mine Action Department has been working in Lebanon since 2024, strengthening the capacities of Lebanese partners. HAMAP-Humanitaire initially delivered Non-Technical Survey (NTS), Explosive Ordnance Risk Education (EORE) and Battle Area Clearance (BAC) training for Lebanese NGOs and supported the continuous improvement of their organisational and technical capacities. AL-MASAR 2, launched in July 2026, is a clearance project supporting a Lebanese NGO.

The Project Officer supports the Lebanon Programme Coordinator in the day-to-day management of the full project cycle. The role translates approved project documents into detailed implementation plans, follows activities, expenditure and results, coordinates programme information with partners and internal functions, and maintains the evidence and documentation required for management decisions, donor reporting and project accountability.

Hierarchical and organizational links

Reports to: Lebanon Program Coordinator

Coordinates with: Regional MEAL Officer, Lebanon HMA Technical Advisor, Support teams, partner focal points and relevant project stakeholders as instructed by Lebanon Program Coordinator

Main responsibilities

Project planning and implementation

- Translate approved proposals, logical frameworks, budgets, grant conditions and partner agreements into practical implementation arrangements under the guidance of the Programme Coordinator and in-line with HAMAP policies;
- Prepare and regularly update detailed project work plans, activity chronograms, milestones, deliverable trackers and internal follow-up schedules;
- Coordinate routine implementation follow-up with partner focal points and HAMAP technical, MEAL, finance, procurement, logistics and security functions as instructed by Programme Coordinator;
- Track progress against planned activities, outputs, indicators, deadlines and dependencies; flag delays or deviations early and propose practical corrective measures.
- Prepare activity Terms of Reference, agendas, participant plans, logistical requirements and other implementation documents for review and approval.
- Support the organisation and delivery of field activities, trainings, workshops, coordination meetings, assessments, monitoring visits and visibility events.
- Maintain an up-to-date project action log, follow up assigned actions and escalate overdue or unresolved issues to the Programme Coordinator.

Budget follow-up and activity spending planning

- Contribute to the preparation and regular updating of the project Activity Spending Plan, linking planned activities, timing, procurement needs and expected expenditure.
- Provide timely and realistic programme inputs to budget forecasts, cash planning, procurement planning and expenditure projections in coordination with the Programme Coordinator and Support team.
- Support Budget versus Actual reviews by explaining operational variances, confirming implementation assumptions and identifying the programme implications of under- or overspending.
- Anticipate the financial effects of delays, activity changes or revised implementation sequences and communicate these promptly to the Programme Coordinator.
- Prepare supporting programme information for proposed budget reallocations or project revisions; the role does not approve reallocations or commit expenditure.
- Ensure programme requests, activity files and supporting documents are prepared sufficiently early and in accordance with HAMAP procedures and authorised plans.

MEAL results monitoring and evidence management

- Maintain the project monitoring framework in coordination with the Regional MEAL Officer, including the logical framework, indicator tracking table, activity monitoring tools and Mine-MEAL internal tools.
- Track progress against activities, outputs and outcomes indicators, targets, disaggregation requirements and reporting periods, and follow up missing or inconsistent information.
- Ensure follow up of Means of Verification for each indicator and ensure that evidence is collected, named, filed and traceable to the report.
- Follow on the timely reporting of quantitative and qualitative data from partners and project activities using approved formats and data flows, and in line with project implementation agreement;
- Conduct first-level checks of data completeness, internal consistency and plausibility and refer data-quality concerns to the Programme Coordinator.
- Support field monitoring, beneficiary or stakeholder feedback and other data-collection exercises as requested by Programme Coordinator.
- Support project reviews, evaluations, lessons-learned exercises and capitalisation by preparing evidence, documenting findings and following agreed recommendations.
- Handle programme and beneficiary information in accordance with confidentiality, informed-consent, data-protection and safeguarding requirements.

Partner coordination and capacity strengthening

- Serve as a routine programme focal point for designated partner staff, as recommended, while respecting the Programme Coordinator's responsibility for formal partner implementation management.
- Follow up partner work plans, activity schedules, deliverables, narrative inputs and agreed action points and promptly flag delays, quality concerns or support needs.
- Support joint planning and monitoring meetings with partners and ensure decisions, responsibilities and deadlines are documented and followed.
- Contribute to assessments of partners' project-management, reporting and MEAL capacities and to the implementation and follow-up of agreed capacity-strengthening actions.
- If requested, provide practical coaching on work planning, activity documentation, indicator follow-up, Means of Verification, reporting formats and document management.
- Coordinate programme follow-up with the Lebanon HMA Technical Advisor on technical deliverables while leaving technical validation, IMAS compliance and HMA QA/QC decisions to the authorised technical function.

Reporting compliance and document management

- Prepare high-quality activity reports, internal progress updates and draft narrative reporting inputs, using required formats and evidence and respecting internal deadlines.
- Consolidate partner narrative inputs and supporting evidence, verify completeness and consistency, and follow up corrections before management review.
- Maintain the project reporting calendar, obligation tracker and deliverables list and alert the Programme Coordinator to approaching deadlines or risks related to program and activities.
- Check that reported activities and results remain consistent with the approved proposal, logical framework, work plan, budget and applicable grant or partner-agreement requirements.
- Draft and circulate accurate minutes of meetings, decisions and action points for meetings attended or organised, and follow up on agreed actions.
- Maintain a complete and audit-ready electronic and hard-copy project file, including approved project documents, activity records, attendance records, Means of Verification, correspondence, reports, agreements and decision records.
- Support donor visits, internal reviews, audits and evaluations by retrieving programme evidence, explaining implementation records and following assigned recommendations.

Project-cycle, modification and closure support

- Support project kick-off and mobilisation by preparing implementation tools, calendars, responsibility trackers, reporting arrangements and partner coordination records, as requested by Program Coordinator.
- Document implementation changes and contribute programme inputs to requests for no-cost extensions, activity revisions, budget modifications or other formal amendments.
- Support project closure by confirming completion status, outstanding actions, final evidence, partner deliverables and lessons learned.
- Contribute to final narrative reporting and ensure that the project archive is complete, logically organised and readily retrievable.

Coordination risk management and professional contribution

- Participate in programme, project, partner, MEAL and cross-functional coordination meetings and provide concise, evidence-based updates.
- Maintain regular communication with the Programme Coordinator and immediately escalate material delays, safeguarding concerns, data-quality issues, partner-performance concerns, compliance risks or changes affecting project objectives.
- Undertake field travel across Lebanon according to operational needs and approved security arrangements.
- Contribute to continuous improvement of programme tools, templates and workflows and share practical lessons across the team.

- Perform other programme-related duties reasonably assigned by the Lebanon Programme Coordinator within the scope and level of the position.

Authority and limits of the role

The Project Officer prepares, coordinates, monitors, documents and recommends action. The role works within approved project documents, plans, procedures and delegated instructions.

- May request routine information and follow up agreed actions with partners and internal contributors within the scope assigned by the Programme Coordinator.
- May identify risks, propose corrective measures and escalate issues, but does not approve project changes, budget reallocations, expenditure, procurement decisions or contractual commitments unless formally delegated.
- Does not make formal commitments to donors, authorities or partners, sign agreements, or communicate material project changes externally without authorisation.
- Does not replace the Regional MEAL Officer's functional oversight or the authorised HMA technical function's responsibility for technical validation, IMAS compliance and QA/QC.
- Does not assume the Programme Coordinator's accountability for project delivery, partner implementation management, donor reporting or management decisions.

Required competencies and qualifications

Qualifications

- Bachelor's degree in project management, international development, political or social sciences, business administration, engineering or another relevant field.
- A relevant combination of post-secondary education and additional professional experience may be considered.

Experience

- At least five years of experience in non-profit, humanitarian or development organisation.
- At least two years of experience in project management support or MEAL within a non-profit, humanitarian or development organisation.
- Demonstrated experience following work plans, activity schedules, budgets, indicators and reporting deadlines across several simultaneous activities.
- Practical experience preparing activity documentation, Terms of Reference, progress reports, monitoring tools and structured project files.
- Experience working with national or local partner organisations and following partner deliverables is strongly desirable.
- Experience in humanitarian mine action, including clearance, survey, EORE or partner capacity strengthening, is an advantage.

Project cycle management

- Good working knowledge of project-cycle management from design and mobilisation through implementation, monitoring, modification, reporting and closure.
- Ability to read and operationalise a proposal, logical framework, budget, activity chronogram, indicator matrix and donor reporting requirements.
- Ability to convert project commitments into detailed work plans, activity trackers, spending assumptions, responsibilities and deadlines.
- Ability to identify implementation dependencies, bottlenecks and risks and propose realistic corrective actions.

MEAL and information management

- Demonstrated competence in results-based monitoring, indicator tracking, Means of Verification, data collection and first-level data-quality checks.
- Ability to use project monitoring tables and digital data-collection or information-management tools; experience with KoBoToolbox or similar platforms is an asset.
- Ability to organise evidence and project records so that reported results are complete, traceable and audit-ready.

- Ability to analyse quantitative and qualitative information and present concise findings for management and reporting purposes.

Budget and operational coordination

- Working understanding of activity-based budgeting, Activity Spending Plans, Budget versus Actual monitoring, forecasts and procurement planning.
- Ability to coordinate programme inputs with finance, procurement, logistics, MEAL, technical and security functions while respecting segregation of duties and approval lines.
- Strong organisation, prioritisation and deadline-management skills, with close attention to detail and documentation quality.

Communication and digital skills

- Strong drafting skills for reports, minutes, Terms of Reference, formal correspondence and implementation documents.
- Ability to communicate clearly with colleagues, partners and stakeholders and to follow up actions constructively and consistently.
- Good command of Microsoft Word, Excel and PowerPoint; confidence using shared filing systems and collaborative digital tools.

Behavioral competencies

- Demonstrates integrity, accountability and professionalism and respects established authority, confidentiality and organisational procedures.
- Works collaboratively across programme, technical, MEAL and support functions and contributes to a constructive and respectful working environment.
- Takes initiative within assigned responsibilities, seeks guidance when authority is unclear and responds constructively to feedback.
- Works calmly and methodically under pressure and adapts priorities when operational conditions change.
- Promotes safeguarding, PSEA, inclusion, gender equality and meaningful participation in project implementation.

Languages

- Fluency in Arabic, both written and spoken.
- Good working knowledge of English or French is required; working knowledge of both is an asset.

Rules of conduct

While working for HAMAP-Humanitaire, carrying out entrusted tasks, or representing themselves as working for the NGO, all employees are expected to:

- Systematically report their activities to their line manager and seek approval before undertaking any unplanned activity.
- Act appropriately and in accordance with HAMAP-Humanitaire's values in all interactions. This excludes any discrimination based on nationality, ethnicity, religion, class, gender, sexual orientation, political affiliation, or any other legal right.
- Respect local customs and practices, as well as the laws and regulations of the country, in order to preserve HAMAP-Humanitaire's reputation.
- Maintain strict confidentiality regarding HAMAP-Humanitaire documents, projects (ongoing and future), development prospects, stakeholders and service providers, unless instructed otherwise by the Country Coordinator.
- Refrain from using their position within HAMAP-Humanitaire for personal purposes.

To apply

Interested candidates who meet the requirements of the position and are available on the required dates are invited to submit their application through the application form, including an up-to-date CV and relevant certificates.

[APPLICATION LINK](#)

Only shortlisted candidates will be contacted for the next steps of the recruitment process.