

ITF File Number: 04-3-1/6-6/26

Vacancy Announcement for ITF Project and Logistics Officer in Lebanon

Position title: ITF Project and Logistics Officer (ITF PLO)
Duty Station: Lebanon – work from home
Type of employment: Full-time
Duration: 13 months (including a 3-months trial period)
Opening date: 6 August 2026
Closing date: 16 August 2026

ITF Enhancing Human Security (ITF) is hiring an **ITF Project and Logistics Officer for ITF's projects in Lebanon**. The position is based in Lebanon, with travelling within the country and abroad if needed.

ITF seeks to support stability, security, and community resilience in Lebanon by reducing risks posed by explosive hazards and strengthening local capacities. Since 2009, ITF has implemented mine action, capacity development, risk education, health and psychosocial support, and livelihood initiatives aimed at improving civilian safety, facilitating recovery, and supporting vulnerable populations in affected communities.

The Project and Logistics Officer (ITF PLO) supports the effective planning, coordination, implementation, and monitoring of ITF's projects in Lebanon by ensuring efficient operational, logistical, and administrative processes. Working closely with the Head of ITF Implementation Office and ITF Project Coordinator in Lebanon, project partners, and ITF Headquarters in Ljubljana, the ITF PLO contributes to the timely and accountable delivery of project activities in accordance with donor requirements, organizational procedures, and applicable national regulations.

The ITF PLO is responsible for assisting the ITF Project Coordinator in Lebanon in technical vehicle maintenance verification, coordinating and supporting logistics, procurement, transportation, travel arrangements, and operational support necessary for project implementation. The position also assists in project planning, monitoring implementation progress, maintaining project documentation, coordinating with implementing partners and contractors, and supporting compliance with donor regulations, financial procedures, and reporting requirements.

The Project and Logistics Officer provides administrative and operational support throughout the project cycle, including in organizing meetings and field visits, maintaining project records, coordinating and supporting procurement and contracting processes, tracking project deliverables and timelines, and ensuring that logistical arrangements facilitate efficient and cost-effective project implementation. The ITF PLO contributes to risk management, operational planning, and the development of standard operating procedures that strengthen organizational efficiency and accountability.

Working closely with the ITF Program Coordinator in Lebanon and relevant departments at ITF Headquarters, the Project and Logistics Officer supports coordination among stakeholders, facilitates communication with local authorities and implementing partners, and assists in preparing project updates, operational reports, and documentation required by donors and ITF management. The ITF PLO also contributes to strengthening ITF's operational presence and partnerships in Lebanon by promoting transparency, accountability, and effective project delivery in support of conventional weapons destruction, clearance, and explosive ordnance disposal and broader stabilization objectives.

The main responsibilities include:

Technical vehicle maintenance verification:

- Conduct technical vehicle maintenance checks for LAF and follow up on vehicles maintenance activities with partners or providers.
- Monitor ITF vehicles conditions and report mechanical issues when needed.
- Provide transportation when required with ITF-provided vehicle.

Planning, monitoring & quality management:

- Ensure smooth execution of all ITF project activities in Lebanon;
- Ensure proactive operation of ITF Lebanon;
- Ensure that priorities set by the program are met, and the financial requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Promote and strengthen the role of ITF in the fields of mine action, conventional weapons destruction and wider human security in Lebanon.
- Support ITF Project Coordinator in daily activities and field activities.
- Report directly to ITF HQ and to the ITF Head of Implementation Office in Lebanon;
- Assist and actively support donor and monitoring visits of ITF HQ staff, ITF Head of Implementation Office in Lebanon.

Financial management

- Ensure that ITF financial procedures are followed as part of internal control monitoring.
- Support preparation and development of budgets for projects, concept notes.

Administration:

- Maintain organized records.
- Ensure that clear and transparent paper trails are in place for implementation of activities and related financial transactions and that records including archive systems are kept in line with ITF internal policies while meeting donor requirements.

Coordination:

- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable activities and requirements, including the distribution of key implementation and financial information.
- Support ITF Project Coordinator in coordinating project activities and supporting effective day-to-day implementation, such as but not limited to travel arrangements, transportation, procurement, monitoring vehicle maintenance and organizing meetings.

Experience and Technical Qualifications:

- Minimum 3 years relevant professional experience with knowledge of vehicle maintenance and technical inspection of vehicles. Experience in mine action programs and/or human security is highly desirable.
- Excellent working knowledge of the English and Lebanese language (speaking and writing).
- Valid driving license and excellent driving skills.
- Problem solving ability. Excellent attention to detail. Good document writing skills.
- Able to manage own work and resources in a way that meets time bound objectives.
- Ability to work independently as well as part of a team.
- Strong organizational skills and the capacity to analyze and prioritize needs.
- Candidate should be a Lebanese citizen with permanent residence in Lebanon.
- Good writing skills in reporting.
- Computer literacy, including proficiency in Word, Power Point and Excel.
- Strong organizational skills, proactive approach, and flexibility.
- Strong team building and communication skills.
- Excellent communication and interpersonal skills.
- Ready to travel within Lebanon and abroad if required.

We Offer:

- A 13-month contract (extension contingent on funding and performance);
- A competitive salary;
- Work in a growing organization, which allows for a lot of flexibility
- Insurance as per industry standards.

Application Process:

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to info@itf.si prior to the closing date on 16 August 2026. Please state “Application: ITF Project and Logistics Officer in Lebanon” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.