

JOB DESCRIPTION

Job Title:	Programme Officer, Conflict Advisory Unit (CAU)
Location:	London, Nairobi, Kampala, Bishkek (other locations where Saferworld has a presence will be considered)
Reporting to:	Team Lead, CAU
Grade:	£32,590 per annum (UK pay structure)
Contract terms:	Open-ended, full-time (37.5 hours a week)
<p>Background:</p> <p>Saferworld is an independent, not-for-profit international organisation working to prevent violent conflict and build safer lives in countries and territories across Africa, Asia and the Middle East. We work in solidarity with people affected by conflict to improve their safety and sense of security and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p> <p>The Programme Officer will work within the Conflict Advisory Unit (CAU). The CAU provides high-quality advisory and technical support to a range of aid actors across the humanitarian, development and peacebuilding sectors, including donor institutions, UN agencies, international and national NGOs, civil society organisations, financial institutions and the private sector to integrate conflict sensitivity principles and practices into their strategies, policies, and programmes. The CAU runs remote conflict sensitivity/ peace and security helpdesks for donors, implements in-country conflict sensitivity facilities (currently in Afghanistan, South Sudan and Sudan), and undertakes bespoke conflict sensitivity work.</p> <p>In addition to the CAU, the Programme Officer will also work with country programme teams and other teams across Saferworld to support the uptake of more conflict-sensitive ways of working across diverse conflict-affected contexts and help to promote learning and good practice on adopting conflict-sensitive approaches. This role offers an exciting opportunity to play a pivotal role within a dynamic and enthusiastic team and to work in support of addressing issues that are important for people affected by conflict and the aid sector.</p>	
<p>Job purpose:</p> <p>The CAU Programme officer plays a critical role within the CAU by supporting the project management of CAU projects. This includes:</p> <ul style="list-style-type: none"> • Support the design, planning, delivery and reporting of CAU work to deliver high-quality advice and support on conflict sensitivity, peacebuilding, human security, humanitarian and related topics to governments, NGOs, multilateral organisations and other clients and partners of Saferworld. • Assist the CAU in managing complex projects, assignments and proposals efficiently in line with relevant timelines, including administrative, grant/contract, and finance support. • Work with counterparts in the organisations we advise and expert consultants to produce high quality analysis products. • Support CAU strategy and outreach, including assisting with the implementation of the internal and external communications plan and supporting collaboration with Saferworld colleagues and partners. 	

Roles and responsibilities:

- **Support CAU project management in collaboration with the Team Lead of the CAU, CAU Advisors, and Facility Directors and Advisors:**
 - Support CAU project cycle management under the guidance of the Team Lead of the CAU, working across colleagues who are responsible for specific projects to ensure smooth and efficient running, and connectivity across the team.
 - Support effective internal communications in relation to CAU projects among Saferworld colleagues and key partners.
 - Work with CAU colleagues responsible for deliverables to ensure the timely delivery of milestones and activities associated with CAU projects.
- **Provide high-quality administration and finance support to the CAU**
 - Support grant management, including reporting and invoicing processes in close collaboration with Saferworld finance and grant management colleagues.
 - Develop and maintain internal communications systems.
 - Provide internal administrative support, including overseeing maintenance of project records and documentation, including experts/consultants databases
- **Provide support to the delivery of CAU projects:**
 - Support with coordination of helpdesk assignments, including direct support to delivery of tasks as appropriate.
 - Support on the technical elements of specific deliverables of conflict sensitivity facilities, including active engagement with specific activities and assistance with the online research repositories
 - Provide editorial support on CAU-led products and deliverables as required, including facility products, helpdesk assignments, and publications.
- **Contribute to overall strategic and programme development for the CAU:**
 - Contribute to CAU strategic and annual planning, and monitoring, evaluation and learning processes, including as part of wider Saferworld organisational processes.
 - Support meetings with relevant external stakeholders in line with strategic objectives of the CAU.
 - Support fundraising processes, including supporting coordination and working closely with CAU colleagues, finance and fundraising teams in developing proposals.
- **Support the CAU communications and outreach plan:**
 - Support implementation of the internal and external communications and outreach plan on behalf of the CAU, working closely with the Helpdesk Teams, the Conflict Sensitivity Facility Teams, and the Communications Team
 - Support the dissemination of key products, including coordinating follow-up activities where appropriate; this includes writing and editing blogs, briefings and other publications.
 - Assist with CAU advocacy/influencing objectives, including ensuring close collaboration with teams across Saferworld, and ensure these are reflected in communications.

Key working relationships

- Advisers and Senior Advisers in the Conflict Advisory Unit (CAU) and colleagues in the conflict sensitivity facilities
- Colleagues in the Department of Programmes and Policy
- Colleagues in the finance, fundraising and operations teams
- Colleagues in Saferworld’s country programmes in Africa, Middle East and North Africa, Asia, and Europe
- Colleagues in the US, EU, and China offices
- Relevant Saferworld partner organisations, such as international and national organisations, government stakeholders, the corporate sector

Scope and accountability

Decision making and limits of authority	N/A
Financial resources	N/A
Other resources	<ul style="list-style-type: none"> • <i>Responsibility for websites, social media accounts, internal communications</i> • <i>Responsibility for internal digital folders and filing systems</i> • <i>Responsibility for experts’/ consultants’ database and training materials archive</i>

	<ul style="list-style-type: none"> • <i>Responsibility for assigned assets (e.g. laptop)</i>
People management	<i>N/A</i>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • <i>GDPR</i> • <i>Counter-terror lists checks</i> • <i>Drafting contracts with consultants, including ensuring that they are aware of and compliant with Saferworld policies and guidelines</i>

Person specification

Knowledge and qualifications

- Ability to identify and analyse problems and work with others to develop practical recommendations to address or improve them. This might be demonstrated through attainment of a relevant degree (e.g., in international relations, conflict/peace studies or a similar discipline), or through equivalent professional or life experience.
- Strong technical understanding of conflict sensitivity, including familiarity with the core concepts and practices of conflict and gender sensitivity, peacebuilding and community security; understanding of gender transformative approaches and Gender, Peace, and Security agenda (desirable).
- Experience of project management processes, such as designing, implementing projects, developing and managing project activity budgets, tracking progress, monitoring, evaluating, and learning (MEL), reporting requirements (desirable)

Experience

- A minimum of 2-3 years' relevant experience, and demonstrable knowledge and understanding of international development, peacebuilding and conflict prevention
- Proven ability to work flexibly and collaboratively, in a fast-paced team working to short delivery timelines
- Proven ability in internal systems management and administrative support.
- Experience working with international and/or national peacebuilding, development and/or humanitarian actors (including NGOs, UN/multilateral agencies, donors)
- Strong familiarity with relevant policy and practice areas (desirable)
- Experience in supporting communications, online content and editorial review processes (desirable)

Skills and abilities

- Well-organised, flexible and self-motivated, with the ability to manage competing demands and prioritise workloads to meet multiple deadlines
- A 'can-do' attitude; a problem-solving oriented approach
- Strong analytical skills
- Proven ability to work alongside, and to learn from, a wide range of people and organisations, including aid partners
- Commitment to improving international engagement in conflict-affected contexts and experience-based ideas as to how this can be achieved
- Strong proficiency with Microsoft Excel, Word and PowerPoint (essential); skills in building infographics and web design/content management also welcome (desirable)
- Demonstrable ability to write and edit briefings and articles for internal/external audiences, as well as communicating in other forms, such as blogs and vlogs
- Excellent written and oral communication skills; fluency in written and spoken English (essential), and preferably one other language, especially French or Arabic (desirable)

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Willingness to travel overseas (for no more than three months in the year, typically not for more than 1-2 weeks per trip) (essential)