



JOB DESCRIPTION

Project Officer – Nepal **Based in Kathmandu**

TITLE:	Project Officer - Nepal
PURPOSE:	To support the development and implementation of Saferworld's strategies and activities on security and justice sector development, arms control and conflict prevention in Nepal.
REPORTING TO:	Programme Manager Nepal
KEY RELATIONSHIPS:	Project Coordinator Nepal, Project Officer Nepal; Finance and Administrative Officer; Head of Asia programme; Regional Conflict & Security Adviser; Team Leader Asia; Operations, Funding & Communications, and Policy & Advocacy Programmes

Background

Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. It works with a broad range of stakeholders to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others. Established in 1989, we work in Africa, Asia and Europe. The Asia programme has programmes in Bangladesh, China, Nepal and Sri Lanka.

The Nepal programme, established in 2006, focuses on supporting broad-based local ownership and understanding of security and justice issues among a broad range of stakeholders in Nepal. Projects are implemented at the district, regional and national levels. The team based in Kathmandu consists of one Project Coordinator, two Project Officers, one Administrator/Finance Officer and one Regional Conflict & Security Adviser.

Roles and responsibilities:

- In close co-operation with partner organisations, to assist in the development and implementation of Saferworld's advocacy strategies targeting opinion-shapers and decision-makers in Nepal.
- To assist in the development of Saferworld's awareness campaigns to generate public understanding and participation in relation to security sector reform, small arms control and democratic policing in Nepal.
- To assist in the development of Saferworld's contacts in government, parliament, NGOs and the media in Nepal.

- To help identify and address the capacity building needs of partner organisations, parliamentarians, the media and government officials in relation to combating the effects of conflict, insecurity and arms proliferation;
- In cooperation with partner organisations, to assist in the development and implementation of Saferworld's research programme relating to advocating and monitoring people centred, accountable and democratic security provision in Nepal as a contribution to peace, security and sustainable development. This will include researching and writing briefings and reports, and liaising with a wide range of government officials, NGOs and political advisers in order to produce this research. It will also mean overseeing the publication of Saferworld reports in Nepal in co-ordination with translators, graphic designers and printers;
- To monitor the official and non-governmental debates on security sector development and arms related issues in Nepal in order to identify the best opportunities for Saferworld to provide input into the policy debate;
- As part of the Asia programme, to plan and deliver seminars and roundtables, involving government officials, policy specialists, parliamentarians and NGOs;
- To represent Saferworld at meetings, seminars and other events, acting as spokesperson as appropriate;
- To assist in the development and production of funding applications and donor reports for Saferworld's ongoing work in the region;
- To work with other departments and programmes in Saferworld to increase cross-organisational planning and learning;
- To facilitate Saferworld's in-country work by making appropriate operational and financial arrangements, and keeping records in line with Saferworld procedures.

Person Specification:

- A Master's Degree in development studies, international relations, peace and conflict studies, or a relevant political or social science discipline (or equivalent professional experience)
- Experience of working in a relevant field, including experience of gender issues and monitoring and evaluation
- A good overview of peace and security issues in Nepal
- A good overview of current international relations issues, especially in relation to: small arms and light weapons, arms transfer controls, security sector development or conflict prevention
- Significant experience of living/working in Nepal
- Fluency in English (written and spoken)
- Fluency in Nepali (written and spoken)
- Rigorous analytical skills (knowledge of statistical research methods an advantage)
- Proven writing and research skills
- A positive problem-solving approach
- Good interpersonal and team-working skills
- A willingness to promote the work of Saferworld and develop collaborative work with others
- A commitment to working in a non-partisan manner

TERMS AND CONDITIONS

- **Probation:** There will be a probationary period of three months
- **Holidays:** There are 25 days holiday a year (Jan-Dec) in addition to relevant public holidays
- **Salary range:**
- **Medical Insurance:** An agreed contribution to medical insurance
- **Hours:** Standard working week is 37.5 hours a week. However, the demands of the job are likely to be such that a willingness to work longer hours, as required, will be necessary
- The position is based in Kathmandu

To apply send full CV and covering letter, stating the position being applied for (please use subject heading NPO) and outlining relevant experience to: Marie Aziz at recruitment@saferworld.org.uk

Deadline for applications: 13 September 2010

We regret that only short-listed candidates will be contacted.