

JOB DESCRIPTION

Job Title:	Project Officer
Location:	Osh, Kyrgyzstan
Management responsibility:	N/A
Reporting to:	Project Manager
Key Relationships:	Country Manager, Project Coordinators, Head of Europe and Central Asia, Conflict and Security Adviser, Europe and Central Asia team, Policy and Advocacy teams, Saferworld's regional partners, Operations, funding and finance teams
Salary range:	Gross: 50,459 KGS per month (40,937 KGS net after taxes per month)

Description of Saferworld and Kyrgyzstan Programme:

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld's Kyrgyzstan programme focuses on enabling individuals, communities and civil society to respond more effectively to conflict and security issues. The programme combines activities at national and the community levels, dialogue, capacity building, policy research, networking and advocacy, and working with institutions and civil society in the country.

Job Purpose:

The Project Officer provides support to the Kyrgyzstan Community Security team through facilitating and supporting local partner coordinators through assessments, planning, monitoring and documentation, workshops and training facilitation. The post requires working closely with local partner organisations' coordinators. The position is based in Osh and requires spending a substantial amount of time with partner coordinators in the project areas.

Roles and Responsibilities:

1. Project implementation

- Support the implementation of project components
- Support the organisation and facilitation of events (dialogue meetings, training, learning and planning workshops and seminars) with the participation of the team and local partner organisations, including logistics
- Assist in the identification of the capacity gaps and requirements of community-based organisations, NGOs, law enforcement agencies and government departments in relation to the inter-ethnic collaboration and security provision
- Contribute to the development of relations with Saferworld's partners in the region
- Contribute to research undertaken by Saferworld and/or local partners and in the analysis and drafting of research reports and regular policy and thematic briefings when required.

2. Funding and Administration

Perform project organisation activities in liaison with the Project Manager, such as:

- Drafting of project reports
- Assisting in preparing estimates for budgeted activities and funding proposals
- Undertaking monitoring and evaluation tasks
- Assisting with the logistics of project events and preparing related documentation

3. Programme Development

- Participate in the team discussions for the development of Saferworld's strategy/vision and the community security and policing thematic approaches/processes of the project

4. Representation and Advocacy

- Represent Saferworld at meetings, seminars, co-ordination fora and other events at the village and district (rayon) level as required.

PERSON SPECIFICATION

Essential:

- BA or higher degree or equivalent in social sciences or related area of studies
- A good understanding of inter-ethnic, community security/peace and conflict prevention issues
- A minimum of 2 years' relevant work experience preferably in supporting community-based initiatives in the field of community security/ peace building / conflict prevention
- Good knowledge and understanding of the local context and sensitivities
- Good communication and interpersonal skills and an ability to work in a non-partisan manner, appreciating cultural and ethnic diversity
- Ability to work on his/her own, but also with a proven track record of working effectively as part of a team
- Fluency in written and spoken Kyrgyz, Russian and English
- Enthusiasm to learn and apply new skills

Desirable:

- Work experience of dialogue facilitation across ethnic, rural-urban, religious and regional divides
- Experience in the area of youth participation in public life
- Experience in building young people's skills and experience in democratic practice and in undertaking participatory research on root causes of extremism and radicalization among youth and ways to address them collaboratively, and in partnership with communities and local authorities

TERMS AND CONDITIONS

Terms of contract: Open, depending on funding

Probation: There will be a probationary period of three months

Holidays: 28 Days a year (January – December) in addition to public holidays in Kyrgyzstan

Salary range: 50,459 KGS gross per month (40,937 KGS net after taxes per month)

Travel: Frequent travel to the communities of the project areas in Kyrgyzstan

Hours: Standard working week is 37.5 hours a week.

APPLICATION PROCESS:

Qualified candidates should complete the **Saferworld Job Application Form** and send to recruitment@saferworld.org.uk. Please use subject heading: Ref: POK

Deadline for applications: 15 January 2017

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