

JOB DESCRIPTION

Job Title:	Project Officer – China Programme
Location:	Vienna, Austria
Reporting to:	China Project Coordinator
Salary:	EUROS 29,000 – 39,000
Contract terms and hours:	Fixed term (December 2019 – November 2020)
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work 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. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld's China programme draws on a decade-long engagement with Chinese official institutions, research institutes and scholars to support China making positive contributions to conflict prevention and peacebuilding, notably in the conflict-affected and fragile countries where it plays a major role. We facilitate international dialogue, raises awareness and conducts research, focusing on themes such as:</p> <ul style="list-style-type: none"> • promoting dialogue and international high-common standards in non-traditional security areas (e.g. tackling illicit transfers and diversion of conventional arms and promoting a people-centred approach to UN peacekeeping operations) • promoting transparent and conflict sensitive investments in conflict-affected countries • raising awareness and facilitating dialogue on the implementation of the sustainable development agenda and the Belt and Road Initiative <p>The China Programme is managed from Saferworld's office in Vienna.</p>	
<p>Job purpose:</p> <p>The Project Officer will be responsible for project implementation, policy research and dialogue, capacity building, networking and advocacy activities that will necessitate working closely with both official institutions and civil society in China, Europe, Africa and Asia, in accordance with Saferworld's policy and strategy for China.</p> <p>The position is based in Saferworld's Vienna office but with regular travel to China, the UK, Eastern Africa and other relevant countries/regions, where appropriate.</p>	

Roles and responsibilities:

1. Implementation, planning, monitoring and reporting of programme activities

- Undertake research, including analysing and drafting research reports and regular policy and thematic briefings
- Assist in the organisation of policy dialogue meetings, delegation visits, workshops and seminars in China, Europe, Africa and Asia
- Monitor official and public debates in China on conflict prevention and security-related issues and share relevant resources (e.g. media, reports, statements) with the China Programme and, where appropriate, other programmes/teams
- Maintain and develop relations with Saferworld's partners in China and work towards the enhancement of civil society and partner organisations through the:
 - development of understanding and capacity of partner organisations to implement conflict prevention activities;
 - assistance in the design and delivery of lectures, training and other support activities at official and civil society levels
- Contribute to donor reports and monitoring, evaluation and learning processes of the programme.

2. Communications and advocacy

- Assist in building Saferworld's relationships with government, civil society, parliament, media and the international community in China, Europe, Africa and Asia
- Assist in identifying individuals or institutions in China, including media outlets, with which the programme should seek to engage
- Lead in organising translations and dissemination of publications
- Work with other departments and programmes in Saferworld to increase cross-organisational planning and learning
- Contribute to effective communication and reporting on Saferworld's activities in China, within Saferworld and externally (e.g. through writing activity reports, contributing to Saferworld's newsletters, website, e-mail bulletins, etc.)

3: Administration

- Assist in the drafting of relevant internal and external reports
- Maintain and regularly update a list of Saferworld's contacts in China, creating mailing lists, and disseminating e-mail bulletins
- Assist in the efficient running of the Vienna office on a day-to-day basis

Key working relationships

China programme team and project partners - Work collaboratively in the implementation, planning, monitoring and reporting of the China Programme's research and policy dialogue activities

Saferworld country programmes in Africa and Asia – assist with learning and information exchange and the implementation of joint research and policy dialogue activities on China's role and impact in fragile and conflict-affected countries in Africa and Asia

Arms Control Unit in London – Assist with the implementation of joint research on illicit transfers and diversion of conventional arms

Communications Team in London – Assist in writing internal and external communications related to the China Programme

Person specification

Knowledge, qualifications and experience

- A Masters' degree in international relations, development studies or a related discipline (or equivalent experience)
- A good knowledge of the discourse on security and security sector development, community security and conflict sensitivity
- An excellent understanding of China, particularly in terms of key political, social and economic issues

- A good knowledge of the discourse on China's engagement in fragile societies and the implications that this has for conflict prevention and peace-building
- Experience of project implementation, including engagement with civil society, governments or specialist networks
- Experience of working in China and of writing research materials on China

Skills and abilities

- Excellent research and analytical skills
- Fluency in English (written and spoken). Spoken Chinese a definite advantage.
- Excellent interpersonal skills and an ability to work in a non-partisan manner, appreciating gender, cultural and ethnic diversity
- Ability to travel extensively, especially to China, Africa and Europe
- Ability to work individually, but also with experience of working effectively as part of a team
- Ability to manage multiple tasks effectively with attention to detail and an orderly approach to tasks

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

- A valid Austrian work permit

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk (Ref: CPO)

Deadline for applications: 18 November 2019