This job posting is open for Egyptian nationals only

Terms of Reference

Program Associate for PRELT

- **Project Title:** Consolidating Peace, Security and Stability in Africa VII
- **Post Title:** Program Associate, PRELT
- **Contract Duration:** 3 months (1 January-31 March 2022)
- **Implementing Partner:** Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
- **Application Deadline:** 26 December 2021

I. **Background:**
Anchored in the outcomes of the Aswan Forum and the TICAD 7, including the NAPSA, this project will contribute to accelerating the operationalization of the paradigm shift to resilience and the development-peace nexus.

It will focus on building and strengthening African national, regional, and continental ownership and capacities to prevent, respond and manage conflicts, and to effectively deliver post-conflict reconstruction and development efforts. It will also support continental efforts to build and sustain peace more effectively, utilizing and operationalizing the various tools at its disposal across the peace continuum.

The project will aim at advancing the AU-UN partnership on issues related to peace, security, and development through innovative approaches and the critical capacities needed in 4 key areas (project outputs):

- **Enhanced African and Arab communities’ resilience to Radicalization and Extremism Leading to Terrorism (PRELT) and Disarmament, Demobilization and Reintegration (DDR)**
- **Enhanced African and Arab capacities in Peacekeeping**
- **Enhanced African and Arab capacities in Conflict Prevention and Sustaining Peace**
- **Enhanced African & Arab capacities in addressing forced migration and combating human trafficking and smuggling of migrants**

**Output 1: Enhanced African and Arab communities’ resilience to Radicalization and Extremism Leading to Terrorism (PRELT) and Disarmament, Demobilization and Reintegration (DDR), including in new and asymmetrical environments:**

Through trainings/workshops, this output will contribute to building community resilience to radicalization and extremism leading to terrorism (PRELT) in Africa and the Arab world, with a particular focus on religious and women leaders. It will also contribute to the ongoing review of the UN Integrated DDR Standards (IDDRS) and provide guidance to dealing with armed groups designated as terrorist organizations, transitional justice, and transnational organized crime. It will ensure the translation of these standards into capacity building programs and training material, while harmonizing them with relevant African Union normative frameworks, such as the Operational Guidance Notes on DDR and the Transitional Justice Policy.

CCCPA will specifically leverage its experience in providing foundational and advanced PRELT trainings for African and Arab religious leaders and women influencers in a manner that streamlines gender in all aspects of the training. It will also leverage Egypt’s position as the co-Chair of the UN DDR Group of Friends and CCCPA’s active role in the Integrated DDR Training Group (IDDRTG) to build African and Arab capacities in the field of DDR. It will also build partnerships with other training institutes and think/do tanks to provide capacity building programs for African and Arab DDR practitioners.

Moreover, CCCPA will build on its recent experience in conducting online events to discuss the impact of the COVID-19 on pre-existing threats including extremism conducive to terrorism to further assess the long-term implications of crisis.

II. **Duties and Responsibilities:**
Under the supervision of the Associate Program Officer, the tasks and responsibilities of the Program Associate for Preventing Radicalization and Extremism Leading to Terrorism (PRELT) include, but are not limited to, the following:
• Assist the CCCPA team working on all matters related to the thematic area related to PRELT;
• Support knowledge creation and management necessary for the implementation of activities, including development of training curricula, materials (presentations, infographs, multimedia, etc), case studies and simulations;
• Draft and prepare correspondence and ad-hoc reports as required;
• Assist with the implementation of the training work plan under the output;
• Deepen and diversify CCCPA’s relations with global and regional associations;
• Manage the timely and cost-effective implementation of the output's activities as outlined in the Annual Work Plan;
• Assist in mapping the field of actors and stakeholders, as well as building the Center’s network of partnerships;
• Develop the Center’s roster of in-house and external trainers and facilitators;
• Coordinate and communicate with national authorities and implementing partners, including through meetings and correspondence;
• Assist in outreach to potential donors, including through development of project documents and concept notes;
• Ensure the visibility of CCCPA, donors and implementing partners as needed, including through production of press releases, fact sheets, newsletters, web content and promotional materials;
• Assist the M&E department in conducting evaluations and post-activity engagements with Aswan Forum alumni; also assist in the production of the project’s quarterly and annual reports;
• Other tasks as required.

III. Competencies:
• Ability to conduct him/herself in a professional manner;
• Ability to take responsibility for one’s own performance or that of the team, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly;
• Excellent administrative skills;
• Strong teamwork skills;
• Organizational skills: ability to work under pressure and efficiently manage a heavy workload, set priorities, organize work independently while meeting deadlines, and adapt to a constantly developing working environment;
• Ability to work with a high degree of accuracy and attention to detail;
• Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality;
• Proficiency in MS Office Suite (Word, Excel, etc).

IV. Education & Work Experience
University degree in international relations, political science or a related field and/or minimum 2 years of relevant working experience. Previous work experience in the African context is desirable.

V. Languages
Mastery of Arabic and English is required. A third language would be a valuable asset.

VI. Assessment Method
Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA management.

Please address applications to applications@cairopeacekeeping.org with the subject heading “Program Associate (PRELT) Vacancy”. Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.